

* Benefits - Retirement only

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Sunset Beach ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 6 part-time 1
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Betty Mills TITLE Manager / Book Keeper
SALARY \$ 40,000 BONUS \$ _____ BENEFITS Yes No HIRE DATE 9-21-91

NAME Gregory Parrish TITLE Assistant Mgr.
SALARY \$ 36,500 BONUS \$ _____ BENEFITS Yes No HIRE DATE 11-01-01

NAME Leon Noorigian TITLE CLERK
SALARY \$ 16,000 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6-19-82

NAME Brooke Farguhar TITLE CLERK
SALARY \$ 14,400 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6-27-96

NAME William Adams TITLE CLERK
SALARY \$ 12,000 BONUS \$ _____ BENEFITS Yes No HIRE DATE 10-1-97

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Betty Mills TITLE Manager / Book Keeper
SALARY \$ 40,000 BONUS \$ _____ BENEFITS Yes No HIRE DATE 9-21-91

NAME Gregory Parrish TITLE Assistant Mgr / Clerk
SALARY \$ 29,006 BONUS \$ _____ BENEFITS Yes No HIRE DATE 11-01-01

NAME Leon Noorigian TITLE CLERK
SALARY \$ 16,000 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6-19-82

NAME Brooke Farguhar TITLE CLERK
SALARY \$ 14,400 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6-27-96

NAME William Adams TITLE CLERK
SALARY \$ 8,500 BONUS \$ _____ BENEFITS Yes No HIRE DATE 10-1-97

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Betty Mills TITLE Mgr.
SALARY \$ 38,200 BONUS \$ _____ BENEFITS Yes No HIRE DATE 9-21-91

NAME Gregory Parrish TITLE CLERK
SALARY \$ 25,000 BONUS \$ _____ BENEFITS Yes No HIRE DATE 11-1-01

NAME Leon Nourigian TITLE CLERK
SALARY \$ 14,400 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 6-19-82

NAME Brooke Farquhar TITLE CLERK
SALARY \$ 14,400 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 6-27-96

NAME William Adams TITLE CLERK
SALARY \$ 8500 BONUS \$ _____ BENEFITS Yes No HIRE DATE 10-1-97

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Donald Safrit - \$666.67 RESIGNED Nov. 2009
Betty Oakes - \$600.00 Robert Bobinski

Fiscal Year 2008
Donald Safrit - \$800.00
Betty Oakes - \$600.00 Robert Bobinski - \$600.00

Fiscal Year 2007
Donald Safrit - \$800.00
Betty Oakes - \$600.00 Nancy Smith - \$300 Robert Bobinski - \$300

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? 1986 Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? 1979 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No
11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$605.55

Submitted by Name Betty Oakes Title: Mgr. Date: 11-25-09

Such recommendations shall be brought before the Board annually for discussion, and final action by them.

Section 2. Salary of Trainee. An applicant hired, or employee assigned responsibility in a higher classification who does not meet all the established requirements of the position, may be appointed at a training salary below that minimum salary. An employee in a trainee status shall continue to receive a reduced salary until the Manager, on approval of the Board, shall determine that the trainee is qualified to assume the full responsibilities of the position.

Section 3. Salary of Part-time Employee. The pay plan established by this resolution is for full-time service. The compensation of any employee appointed for less than full-time service shall be on an hourly wage basis, recommended by the Manager and approved by the Board.

Section 4. Pay Periods. All employees of the Town of Sunset Beach ABC System shall be paid biweekly. The pay period begins on Monday morning and ends on Saturday night.

ARTICLE IV. APPOINTMENT AND DISMISSAL

Section 1. Applicability of Article. The provisions of this article shall be applicable to all employees covered by the position and pay plan.

Section 2. Appointments. The Manager shall appoint all new employees in conjunction with the store's needs, with prior approval of the Board.

Section 3. Qualification Standards. Employees shall meet the employment standards established by the State ABC Commission, the position classification plan, and such other reasonable minimum standards as to character, intelligence, ability to meet the public, and physical condition as may be established. No employee shall be required to belong to a particular political party nor shall race, religion, sex or age be a condition of employment.

Section 4. Probationary Period. All appointments or promotions to permanent positions in the service of the Town of Sunset Beach ABC System shall be for a probationary period of a minimum of three (3) months. The Manager and the Board where applicable, shall:

- (a) discuss the employee's progress, accomplishments, strengths, failures, and weaknesses; and decide
- (b) whether the new or promoted employee is performing satisfactory work;

- (c) whether the new employee should be retained, or whether the employee's probationary period should be extended for a period of additional time;
- (d) or whether the employee should be discharged, or if on probation following a promotion, possibly reinstating the employee to his former position.

If retained, the employee shall be considered a permanent employee. An employee may be dismissed during the probationary period at any time the Board and Manager believe the employee not capable of performing his assigned duties.

Section 5. Dismissal. A permanent or temporary employee whose conduct or work is not satisfactory shall be notified by Manager, verbally or by letter, of his deficiency and what he must do to correct this deficiency. A permanent or temporary employee may be dismissed by the Manager, after the approval of the Board, if he fails to perform satisfactorily to the standard of the classification which he holds or is no longer considered qualified because of, but not limited to the following:

1. Fraud or misrepresentation in securing appointment.
2. Unfit to perform duties.
3. Failure to perform assigned duties.
4. Incompetence, inefficiency or negligence.
5. Inexcusable neglect of duty.
6. Physical or mental disability affecting the ability to perform duties.
7. Insubordination.
8. Dishonesty.
9. Drinking, drunkenness, or unlawful drug use while on duty or off duty, so as to bring discredit to the reputation of the employee or the Sunset Beach ABC System.
10. Public criticism about the operation of the ABC System or employees as to bring discredit to either.
11. Possession of unauthorized weapons on the job.

12. Addiction to the use of narcotics or habit-forming drugs.
13. Undue conversation with the public as to the customers of the ABC Store.
14. Absence without leave.
15. Conviction of a felony, or conviction of a misdemeanor involving moral turpitude.
16. Willfully disregarding State ABC Laws.
17. Willfully disregarding the policies of the Board.
18. Discourteous treatment of the customers or other employees.
19. Public activities or expressions of opinions intended to call into disrepute the Board (or any Member thereof), its policies, or the ABC System in general.
20. Willful disobedience

In case of an infraction of rules and regulations, the Manager may suspend an employee from duty until the Board may be notified. All pay for an employee so suspended will cease upon notification of suspension by Manager.

Section 6. Suspension. During the investigation, hearing or trial of an employee on any criminal charge, or during the course of any civil action involving an ABC employee, or when suspension would be in the best interests of the employee or the ABC Board, the Manager may, by written notification, suspend the employee without pay as a non-disciplinary measure.

Section 7. Reduction in Force. In the event that a reduction in force becomes necessary, consideration will be given, among other things, to the quality of each employee's past performance and the needs of the Board, as well as seniority consideration in determining those employees to be retained. The determination of the Board in such matters shall be final.

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 1. Applicability of Article. The provisions of this article shall be applicable to all employees except those exempted. The benefits provided by the article shall be for full-time permanent employees only.

Section 12. Travel Policy. Travel on official Abc Store business requiring an overnight stay must be authorized by the local ABC Board prior to the trip. Travel not previously approved shall be at the expense of the employee. ABC employees and officials traveling away from the store on official business shall be reimbursed as follows:

- (a) mileage for travel for the shortest route. Mileage paid at the current IRS allowance;
- (b) living expenses other than meals shall be authorized only for trips lasting overnight or longer;
- (c) reimbursement for meals while traveling in-state and out-of-state shall not exceed \$50.00 a day.
- (d) ABC employees and officials traveling away from Sunset Beach on official business will be compensated for all room and board expense paid out of pocket, and the actual cost of special expenses paid from their personal funds, such as: registration fees and other expenses
- (e) A written travel claim, signed by the employee or official, accompanied by receipts for hotel and meal expenses, and for any special expenses shall be required for reimbursement.
- (f) Travel to and from conferences, classes or other meetings while on official business, is time-worked by employee. Such travel is construed to be covered by Worker's Compensation Insurance protection when travel has been properly authorized.

Section 13: Gifts and gratuities. Abc store employees may not accept gifts or gratuities from retail or LBD customers, outside sales personnel or their agents. Failure to comply may result in dismissal per Article IV, section 6-17.

Town of Sunset Beach
ABC Board

The only benefit we get is retirement.

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Town of Sylva ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 3
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Mary Crisp TITLE General Manager
SALARY \$ 30,150.00 BONUS \$ 650.00 BENEFITS Yes No HIRE DATE 08-17-06

NAME Peggy Queen TITLE Accountant
SALARY \$ 25,000.00 BONUS \$ 650.00 BENEFITS Yes No HIRE DATE 3-1-97

NAME Tonya Vannoy TITLE Store Clerk
SALARY \$ 25,000.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 09-17-07

NAME Teri Hamilton TITLE Store Clerk
SALARY \$ 23,461.68 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 03-01-08

NAME Doug Hoopes TITLE Store Clerk
SALARY \$ 23,521.68 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 01-01-08

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Peggy Queen TITLE General Manager
SALARY \$ 50,000.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 3-1-97

NAME Jim Cunningham TITLE Store Clerk
SALARY \$ 30,211.68 BONUS \$ — BENEFITS Yes No HIRE DATE 5-4-81

NAME Wayne Powell TITLE Store Clerk
SALARY \$ 28,610.40 BONUS \$ — BENEFITS Yes No HIRE DATE 1-23-78

NAME Mary Crisp TITLE Assistant Manager
SALARY \$ 27,000.00 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE 08-17-06

NAME Tonya Vannoy TITLE Store Clerk
SALARY \$ 23,461.68 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 09-17-07

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Peggy Queen TITLE General Manager
SALARY \$ 46,733.30 BONUS \$ — BENEFITS Yes No HIRE DATE 3-1-97

NAME Jim Cunningham TITLE Store Clerk
SALARY \$ 29,925.97 BONUS \$ — BENEFITS Yes No HIRE DATE 5-4-81

NAME Wayne Powell TITLE Store Clerk
SALARY \$ 28203.20 BONUS \$ — BENEFITS Yes No HIRE DATE 1-23-78

NAME Michael Collins TITLE Store Clerk
SALARY \$ 24482.16 BONUS \$ — BENEFITS Yes No HIRE DATE 10-1-05

NAME Mary Crisp TITLE Part-Time Clerk
SALARY \$ 11498.14 BONUS \$ — BENEFITS Yes No HIRE DATE 08-17-06

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
Kevin Pennington, Chairman - \$4200.00
Eldridge Painter, Member - \$1200.00 Veronica Nicholas, Member - \$1200.00
Fiscal Year 2008
same as above
Fiscal Year 2007
same as above
5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? n/a Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? 2003 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No
11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? 2008 Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? _____

Submitted by Name Katie Crisp Title: General Manager Date: 11-20-2009

TOWN OF SYLVA ABC BOARD TRAVEL POLICY

- I. For the purpose of this policy, the description of "Out of Town" travel shall be all travel beyond fifty (50) miles. Travel reimbursement will be strictly for ABC employees and ABC Board members, specifically excluding non-employees.
- II. Transportation.
 - A. The type of transportation used for any trip must be based on the following:
 1. The distance to be traveled.
 2. The number of persons making the trip.
 3. The time involved and the cost of the transportation.
 - B. Criteria to be considered when selecting the mode of travel:
 1. Private vehicle.
 - a. Use of an employee's private vehicle must be authorized by the Chairman and/or ABC Board.
 - b. When an employee uses his private vehicle, he will be reimbursed at the current state rate per mile. No traveler shall be allowed mileage or transportation funds when he is transported by another traveler who is entitled to mileage or transportation expense.
 2. Commercial aircraft.
 - a. When a trip is out of state, and air transportation is available, the feasibility of traveling by air should be considered.
 - b. The fare for commercial air transportation on any trip should not exceed the regular tourist fare except when no tourist accommodations are available.
 - c. Cost of air travel must be substantiated by a copy of the paid ticket.
 3. Other.
 - a. Travel by other means of transportation may be authorized; however, these shall be used only when categories 1 & 2 above have been determined not practical.
 - b. Use of commercial rental vehicles must be authorized by the Chairman and/or ABC Board prior to the trip. If the rental is allowed, a documented explanation for the need of a rental vehicle should accompany the travel advance request form.
- III. Lodging.
 - A. Employees who are official representatives of the ABC Board will be reimbursed for the actual cost of lodging at the single occupancy rate except in cases where single occupancy accommodations were not available or not in the best interest of the ABC Board. Cost of lodging must be substantiated by paid bills.

IV. Meals.

- A. Actual expenses for subsistence while on official business will be reimbursed provided:
1. The trip is outside the fifty (50) mile radius and the traveler is required to be away from his official duty station after normal working hours.
 2. All meals including gratuities are to be itemized and receipts provided in order to receive reimbursement. Total meal cost per 24-hour period may not exceed \$37.50. Gratuities may not exceed 15% of the meal cost per day.
 3. The meal is not a part of a seminar or business program which has previously been included with the registration fee.

V. Incidental Expenses (Receipts Required).

- A. The following incidental traveling expenses will be reimbursed while on official business:
1. Parking charges.
 2. Registration fees for conferences, conventions, and seminars.
 3. Tip and gratuities (other than meals).
 4. Taxi, bus, and subway fares.
 5. Telephone, fax, telegraph charges in conducting official ABC Business.
- B. The following items are examples of nonallowable cost:
1. Entertainment cost (including cost of alcoholic beverages).
 2. Health club expenses.
 3. Excessive gratuities.
 4. Travel insurance premiums.
 5. Cost of travelers' checks.
 6. Personal telephone calls or telegrams.

VI. Responsibility of the Traveler.

A. Advance.

Employees authorized by the Chairman and/or ABC Board to secure advance funds must do so ten (10) days before the date of start of travel. Request for travel advance funds will be made on the travel advance request form. Settlement with the appropriate receipts, registration, etc. is expected no later than five (5) working days following the trip.

B. Reimbursement.

It is the responsibility of the traveler to prepare the form for reimbursement of travel expenses for official travel in accordance with the established ABC Board policies. Approved travel advance and receipts shall be submitted with the travel reimbursement form not later than five (5) working days following a trip.

C. The Chairman and/or ABC Board shall reject any reimbursement claims which are not in accordance with current policy.

VII. All employee travel authorizations, both advances and reimbursements, shall be made only on the authorization of the Chairman and/or ABC Board. All travel advances for employees shall be approved by the Chairman subject to review by the ABC Board.

VIII. Auditing Travel Expenses.

A. The Chairman and/or ABC Board will review travel advances and verify their compliance with this directive.*

B. The Certified Public Accountants will, during their annual audit, report any irregularities and noncompliance to the Chairman and/or ABC Board.

*SAMPLE FORMS ON FOLLOWING PAGES. .

GUIDES TO EMPLOYEES

It is felt the following article is exceptionally good for the guidance and assistance of all employees. It sets the standards of behavior and procedures expected of all ABC employees.

To deserve the goodwill of the public is of the utmost importance. It is best gained by giving cheerful, competent service in clean attractive stores. Customers must be waited on promptly and pleasantly. Greet them with "Good Morning, Afternoon or Evening." Ask "May I help you?" When the sale is completed, say "Thank You." If engaged in other duties at the counter, stop such work when customers enter and be prepared to serve them, even if you have to show them where the product is located. If additional help is needed at the counter for even better service, ask your Manager for that help.

Clerks should give customers their undivided attention. Never read, hum, sing, whistle, or converse with other clerks while serving customers. Idle clerks should be considerate of busy ones by not doing anything to distract his or her attention from the customer. Should a customer be difficult in his attitude, always remain courteous and patient. If situations arise which you cannot handle, call the manager before such incidents get out of control. Discourtesy, for any reason, is inexcusable and will not be tolerated. Tact and courtesy are necessary attributes to cultivate.

1. Reporting for Work: Your Board and co-workers depend on you to do quality work and a certain volume of work. If you are late or absent, your co-workers have to do your work until a replacement can be found for you. If you see that you have to be absent or late for work, call the Manager immediately. ***If you do not contact the manager in person, do not leave a voice mail, but proceed to contact a co-worker to work in your place.***

2. No Drinking on Premises Anytime. No signs of over-indulgence the night before. If the Manager should find an employee not able to perform his or her duties, the Manager shall send the person home and take proper disciplinary action.

3. All employees will be held responsible for change funds that are entrusted to them. Any amount of cash over/short at end of your shift is to be recorded. Non-adherence will be reason for discipline. No checking out or counting money is to be done at the front of the Store. When doors are locked, cashiers are to carry drawers to rear of Store and check out.

4. No one is to tell of anyone they have seen making purchases. This is a personal matter to most individuals and we must respect our customers.

5. All Store personnel are to be clean and properly groomed at all times while on duty. Name tags will be furnished each employee and are to be worn on shirts bearing no other logo than that of the Sylva ABC Store.

6. Telephones in Store and Office are for business use. They must be available for the calls made daily, and for Mixed Beverage Outlets to call in orders. Calls should be answered with professional courtesy. Step to the warehouse phone for personal calls either incoming or outgoing. Lengthy personal conversations are not permitted. Employees are not allowed to have cell phones on the sales floor.

7. No Foul Language or strong emotions are to be displayed to customers or fellow workers. Any difficulties or differences of opinion should be discussed calmly with the Manager. *As a Sylva ABC employee, you represent the Board to everyone you meet. The impression that you give will influence what people think of our store.*

8. Employees and management are not to lend customers money, or allow a customer to run a "line" of credit.

9. An employee may not deliver merchandise from Store to a purchaser while on duty. If a delivery is made while not on duty, merchandise must be paid for before leaving the Store.

10. At no time will an employee remove money from the cash register for his or her own use. Not even borrowing with the intention of paying it back later.

11. Any employee purchasing liquor must make the purchase through another employee. No alcoholic beverages may be taken from the ABC Store except through the front sales area. No exceptions.

13. ABC Board Members and employees are prohibited by law from accepting gifts greater than fifty dollars in value from alcohol industry representatives. The Manager may accept "advertising novelties" such as, but not limited to, disposable lighters, bottle or can openers, caps, hats, t-shirts, pens, umbrellas, key chains, shot glasses or other glassware, drink recipes, or other items which bear advertising matter. Alcohol industry representatives are not allowed to give advertising novelties directly to any ABC employee other than the Manager. Such advertising novelties may be distributed to other ABC employees by the Manager, so long as all employees are represented with said items.

14. Anyone who is not an employee of the Board shall be accompanied or observed by an employee when they enter the warehouse area.

15. ABC employment shall have precedence over all other occupational interest of employees.

16. No employee shall use the Store premises for personal benefit by engaging in the sale of merchandise while on duty or off duty.

17. No employee shall (a) engage in any political activity while on duty, (b) be required as a duty of his office or employment, or as a condition for employment, promotion, or tenure of office, to contribute funds for political or partisan purposes, (c) solicit, or act as custodian of, funds for political or partisan purposes, (d) coerce or compel contributions for political or partisan purposes by any other employee of the ABC Store, or (e) use any supplies or equipment of the ABC Store for political purposes. Any violation of this section shall be deemed improper conduct and shall subject such employee to disciplinary action by the Board.

POLICY CHANGES

The members of the Board are most anxious for you to offer suggestions on how to improve our system. If you have any ideas that will improve procedures, morale, and service; or reduce cost, duplication of work, waste, and errors, then please write them down and bring them to the Office.

In any progressive organization, changes in personnel policy are necessary from time to time. Whenever such a policy is changed, it is done to build a better or more secure organization. As changes are made to the policies outlined in this book, you will be notified accordingly.

Should any provision in this Handbook be rendered invalid or illegal by any existing or future legislative, administrative, or court decrees, Federal or State, such provision shall be considered null and void, the balance of the Handbook remaining in full force and effect.

This is your Handbook to be kept and used while employed with the Town of Sylva ABC System. This Handbook is not intended to create a contract between the ABC Board and any employee for a specific or definite period of employment. Should you leave the system, you will be required to return the Handbook to your Manager along with all other ABC System property before receiving your final pay check.

THE SALARY PLAN

No member or employee of the Board shall be related by blood to the degree of first cousin, or closer, to any person engaged or employed in the sale or distribution of alcoholic beverages in the Sylva ABC Store. In addition, no individual involved in a personal (dating or married) relationship with an active employee shall be considered for employment.

Each new employee will serve a probation period of six months. This period provides the employee the opportunity to adjust to the job and serves as a trial period during which the employee must prove his or her ability to perform the responsibilities of the position, to accept additional responsibility, to develop a positive attitude, and to work well with fellow employees and the public.

To be retained as a full-time or hourly employee, he or she must be approved for employment by the Manager. If, at the end of the probation period, continued employment is considered not to be in the best interest of the Board, an employee may be discontinued without adverse judgment against the worker.

An employee promoted to a higher position will receive a salary adjustment as determined by the Board, but will be subject to another six-month probationary period. If an employee fails to successfully complete the probation period following promotion, the employee shall be reinstated in his or her former position at his or her former salary.

Salaries will be reviewed by the Board annually. Adjustments will be made based primarily on cost of living and/or in recognition of superior or improved performance as reflected in employee performance evaluations. Other factors to be considered would be a comparative study of other ABC Boards, governmental bodies, private industry, and the financial condition of the store.

- (1) All employees shall be paid on the fifteenth and the last day of the month.

**Local ABC System
Compensation and Benefits Survey**
Please Return on or before December 1, 2008
To Laurie Lee, NC ABC Commission
4207 Main Service Center, Raleigh NC, 27696

Name of ABC System Tabor City Alcoholic Beverage Control Commission

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses); benefits (401(k), health, retirement, other) and hire date for the 6 most highly paid employees of your system for the following periods:

Fiscal Year 2006 (July 1, 2006 - June 30, 2006)

NAME Brenda Hewett TITLE Manager
SALARY \$ 28,522.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6/01/06

NAME Sean Heavener TITLE Clerk
SALARY \$ 1991.30 BONUS \$ _____ BENEFITS Yes No HIRE DATE 2/20/08

NAME Amos Holt TITLE Clerk
SALARY \$ 1944.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12/01/08

NAME Iony Byrd TITLE Clerk
SALARY \$ 16841.69 BONUS \$ _____ BENEFITS Yes No HIRE DATE 9/24/07

NAME April Bass TITLE Clerk
SALARY \$ 250.33 BONUS \$ _____ BENEFITS Yes No HIRE DATE 8/02/07

Fiscal Year 2006 (July 1, 2007 - June 30, 2006)

NAME Brenda Hewett TITLE Manager
SALARY \$ 26,102.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6/01/06

NAME Tony Byrd TITLE Clerk
SALARY \$ 2352.38 BONUS \$ _____ BENEFITS Yes No HIRE DATE 9/24/07

NAME Sean Heavener TITLE Clerk
SALARY \$ 3588.27 BONUS \$ _____ BENEFITS Yes No HIRE DATE 2/20/08

NAME Amos Holt TITLE Clerk
SALARY \$ 2708.10 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12/01/08

NAME Helen McDaniel TITLE Clerk
SALARY \$ 2402.89 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6/01/06

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME Brenda Hewett TITLE Manager
SALARY \$ 25,294.75 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6/01/06

NAME Brian Campbell TITLE Clerk
SALARY \$ 4376.90 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6/01/06

NAME Ross Norris TITLE Clerk
SALARY \$ 3772.13 BONUS \$ _____ BENEFITS Yes ___ No X HIRE DATE 3/17/07

NAME Amanda Richardson TITLE Clerk
SALARY \$ 1440.71 BONUS \$ _____ BENEFITS Yes ___ No X HIRE DATE 6/01/06

NAME Willie Collins TITLE Manager
SALARY \$ 435.31 BONUS \$ _____ BENEFITS Yes X No ___ HIRE DATE 12/1981

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Bernice Gerald - 2000.00 Eddie Grainger - 583.33
Bobby Jones - 1000.00

Fiscal Year 2008

Bernice Gerald - 2000.00 Gary Walker - 1416.67
Bobby Jones - 1000.00

Fiscal Year 2007

Bernice Gerald - 2000.00 Gary Walker - 1000.00
Bobby Jones - 1000.00

5. Do your board members receive insurance or retirement benefits? Yes ___ No X If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ___ No X If so, what? _____

7. Do you have a travel policy for board members/employees? Yes X No ___ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes X No ___ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes X No ___

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private donors? Yes ___ No X

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No X If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2008? 0.00

Submitted by Name Brenda Hewitt Title: manager Date: 12-10-09

3

Brenda Hewett

Health Ins. only

Retirement

2 weeks pd. vac.

Xmas bonus \$200.00

pay weekly \$520.00

Bring home pay \$366.52

Stone Copy

**PERSONNEL POLICY
MANUAL**

**TABOR CITY
ALCOHOLIC BEVERAGE CONTROL BOARD
TABOR CITY, NORTH CAROLINA**

Adopted April 12, 1999

POLICIES OF THE TABOR CITY ABC STORE

NEW EMPLOYEE

Applicant must provide the Tabor City ABC Board with written application answering questions as to education, experience, and information as to their ability to handle the job they are applying for with adequate reference of work experience. It is the responsibility of all new employees to become familiar with North Carolina Alcohol Beverage Control Commission rules and other state laws that apply to their job. This information can be obtained from their immediate supervisor.

COMPENSATION

All employees are paid by salary based on a forty (40) hour work week. Employees will be evaluated annually by the ABC store management.

VACATION

Employees will be eligible for one (1) week vacation after first year has been completed and two weeks thereafter. Employees must coordinate with their supervisor dates of planned vacation. Vacation time cannot be accumulated.

SICK LEAVE

Employees earn one sick day leave per month and may accumulate twelve days. Sick day leave will be restricted for use due to illness. Accumulated sick days will not be paid for at termination of employment.

INSURANCE

The ABC store at present pays hospital insurance premiums for employees. If employees are interested in covering family members, the employee must pay the additional expense of the coverage as per insurance company acceptance and cost.

HOLIDAYS

New years day, July fourth, Labor Day, Thanksgiving, and Christmas are days that the store will be closed.

PROMOTIONS

Employees in good standing will be considered for promotion by management if such position exist.

SEPARATION OR TERMINATION

Termination of employees will be at the discretion of the board after sufficient cause for termination has been provided to the Board for their consideration.

EMPLOYEE GRIEVANCES

Employee grievances will be submitted to their immediate supervisor. If acceptable agreement concerning the problem cannot be worked out, the grievance will be submitted to the chairman of the ABC board for board review if necessary.

GROUND'S FOR DISMISSAL

Employees that violate ABC commission rules and state laws that apply to their job. The alcohol beverage control commission rulebook is available at the ABC store for review.

If employees should purchase liquor at the store where they are employed, it must be purchased from another employee on duty.

Employees must not request gifts of any description from a salesman.

Any employee knowingly sells liquor to anyone who is underage or intoxicated.

Any employee while working using alcohol, drugs, or any substance that will impair their ability to perform their duties.

Any gambling or betting while on store property by employees.

OTHER REQUIREMENTS

Employees must be groomed and neat in appearance.

Employees to be courteous at all time.

No employee will be in the ABC store other than normal operating hours without the permission of the manager.

The telephone is for ABC business.

Radio and television are allowed providing that they do not hinder or interfere with job performance.

Store to be kept clean, neat and orderly with floors vacuumed, swept, or mopped.

Shelves and merchandise dusted, trash emptied, windows cleaned, and restrooms maintained.

Outside clean and neat in appearance.

Shelves checked daily, stocked and rotated.

Be alert when customers are in the store.

Be alert for possible theft at any time.

Must be familiar with burglar alarm and procedures in event of robbery.

Any void or error must be corrected and properly recorded.

If wrong code number is entered, sales ticket must be kept to maintain inventory.

Employees should discourage loitering.

I have read and understand the above policies of the Tabor City ABC Store.

SIGNATURE _____

DATE _____

**Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Taylorville ABC

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 2
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)
 NAME Kimberly S. Simmons TITLE Manager
 SALARY \$ 32,000.00 BONUS \$ 1,600.00 BENEFITS Yes No HIRE DATE 04-19-2001

NAME Clifford Foy TITLE Clerk
 SALARY \$ 22,359.96 BONUS \$ 1,118.00 BENEFITS Yes No HIRE DATE 5-1-1993

NAME C. Leslie Cook TITLE Clerk
 SALARY \$ 19,101.60 BONUS \$ 956.44 BENEFITS Yes No HIRE DATE 1-24-2007

NAME Kenny Macimore TITLE Clerk
 SALARY \$ 38,900.00 BONUS \$ 350.00 BENEFITS Yes No HIRE DATE 9-1-2002

NAME John R. Brett TITLE Clerk
 SALARY \$ 0 BONUS \$ 0 BENEFITS Yes No HIRE DATE 11-18-2009

BRUCE JOHNSON
 SALARY \$ 157.00 BONUS \$ 0 BENEFITS NO
 Fiscal Year 2008 (July 1, 2007 - June 30, 2008)
 NAME Kimberly S. Simmons TITLE Manager
 SALARY \$ 32,000.00 BONUS \$ 1,517.53 BENEFITS Yes No HIRE DATE 4-19-2001

NAME Clifford Foy TITLE Clerk
 SALARY \$ 22,359.96 BONUS \$ 1,087.27 BENEFITS Yes No HIRE DATE 5-1-1993

NAME C. Leslie Cook TITLE Clerk
 SALARY \$ 17,777.00 BONUS \$ 709.60 BENEFITS Yes No HIRE DATE 1-24-2007

NAME Kenny Macimore TITLE Clerk
 SALARY \$ 6,368.03 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 9-1-2002

NAME BRUCE JOHNSON TITLE _____
 SALARY \$ 804.64 BONUS \$ 0 BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)
 NAME Kimberly S. Simmons TITLE Manager
 SALARY \$ 26,785.71 BONUS \$ 1,119.36 BENEFITS Yes No HIRE DATE 4-19-2001

NAME Clifford Foy TITLE Clerk
 SALARY \$ 19,901.80 BONUS \$ 933.64 BENEFITS Yes No HIRE DATE 5-1-1993

ACCEPTANCE OF GIFTS BY ABC SYSTEM PERSONNEL

ABC System personnel must at all times be discrete in relations with outsiders, friends and employees of the ABC System. Gifts or favors offered at Christmas or other times which would place the ABC System in an undesirable position or injure the ABC System's relations with the donor, cannot be accepted.

- A. Small mementos such as calendars, desk pads, notebooks, pencils, ashtrays, etc., which are distributed by a donor to business customers and friends may be accepted.
- B. Any gifts of real monetary value will be courteously but firmly refused. The spirit prompting gifts is usually commendable, but acceptance of gifts, regardless of the spirit in which they are offered, may be compromising or misunderstood.
- C. A supervisor can not under any circumstances accept a gift from his/her employees. To do so may create a situation where some employees will feel they must participate to preserve their jobs.

TAYLORSVILLE ABC
42 NC Hwy 16 S
Taylorsville, NC
28681

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Thomasville

ABC Employees

1. How many employees does your ABC system have? full-time 9 part-time 3
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME Lish Ann Lowe TITLE General manager
 SALARY \$ 39,770 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 5/6/02

NAME Danny S Byerly TITLE store manager
 SALARY \$ 36,996 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 11/99

NAME Angela Baldwin TITLE Asst. GM
 SALARY \$ 29,694 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 10/05

NAME Jesse Stowl TITLE Asst. store manager
 SALARY \$ 23,014 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 11/99

NAME Jeffrey Gill TITLE Store manager
 SALARY \$ 29,099 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 12/99

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME Lish Ann Lowe TITLE GM
 SALARY \$ 40,205 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 5/6/02

NAME Danny S. Byerly TITLE Store manager
 SALARY \$ 33,900 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 11/99

NAME Angela Baldwin TITLE Asst. GM
 SALARY \$ 28,355 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 10/05

NAME Jesse Stowl TITLE Asst. Store manager
 SALARY \$ 26,593 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 11/99

NAME Jeffrey Gill TITLE store manager
 SALARY \$ 21,257 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 12/99

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME Lish Ann Lowe TITLE GM
 SALARY \$ 45,496 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 5/02

NAME Danny S. Byerly TITLE store manager
 SALARY \$ 30,898 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 12/99

NAME Angela Baldwin TITLE Asst. GM
SALARY \$ 24,439 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 10/05

NAME Jesse Stowl TITLE Full-time clerk
SALARY \$ 24,439 BONUS \$ _____ BENEFITS Yes No _____ HIRE DATE 11/99

NAME Carlton Hughes TITLE Plt Clerk
SALARY \$ 11,388 BONUS \$ _____ BENEFITS Yes _____ No HIRE DATE 10/03

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
Swope Montgomery - \$1650.00 Bill Mills - \$1200.00
Milton Riley - \$800.00 Tom Holladay - \$400.00
- Fiscal Year 2008
Bennie Pugh - \$1200.00 Swope Montgomery - 1400.00
Bill Mills - \$1200.00 Milton Riley - \$300.00
- Fiscal Year 2007
Bennie Pugh - \$1800.00 Swope Montgomery - \$1200.00
Bill Mills - \$1200.00

5. Do your board members receive insurance or retirement benefits? Yes _____ No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes _____ No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes No _____ If yes, when was it instituted? 7/06 Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes No _____ If yes, when was it instituted? 7/06 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes _____ No
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes _____ No
11. Do you have a nepotism policy in place for board members/employees? Yes No _____ If yes, when was it instituted? 7/06 Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes _____ No If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes _____ No If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$766.00

Submitted by Name Leigh Ann Low Title: General Manager Date: 11/25/09

Thomasville ABC Board

Benefits paid by employer for full time employees

Simple IRA – 3% matching contribution

Holiday pay

Life Insurance

Medical Insurance

Sick Leave

Vacation

Longevity Pay

Short term disability

North Carolina Alcohol Beverage Control Board

Thomasville ABC Board Policy and Procedure Manual

Business Travel Expenses

The Thomasville ABC Board will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Executive Director or a Thomasville ABC Board Member(s).

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Thomasville ABC Board. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased or rented by the Thomasville ABC Board may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. The family member or friend's travel expenses are not reimbursable, including meals. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

North Carolina Alcohol Beverage Control Board

Thomasville ABC Board Policy and Procedure Manual

Business Ethics and Conduct

The successful business operation and reputation of the Thomasville ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Thomasville ABC Board is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the Thomasville ABC Board, and its customers to act in a way that will merit the continued trust and confidence of the public.

The Thomasville ABC Board will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor, if necessary, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Thomasville ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

North Carolina Alcohol Beverage Control Board

Thomasville ABC Board Policy and Procedure Manual

Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The Thomasville ABC Board reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where conflict or the potential for conflict arises because of the relationship between employees, even if there is not line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

RECEIVED

28 7010

NC ABC COMMISSION

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Triad Municipal ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 58 part-time 58
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME Gregory M. Bradsher TITLE Acting Administrator
SALARY \$ 85,241.89 BONUS \$ 10,000 BENEFITS Yes No HIRE DATE 3/7/94

NAME Leon Tomlin TITLE Distribution Director
SALARY \$ 74,756.27 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12/19/83

NAME Padrice Britton TITLE Store Operations Director
SALARY \$ 60,858.67 BONUS \$ _____ BENEFITS Yes No HIRE DATE 8/30/82

NAME Ronald Jackson TITLE Manager
SALARY \$ 58,756.32 BONUS \$ _____ BENEFITS Yes No HIRE DATE 3/22/92

NAME Eddie Fernandes TITLE Acting Chief Law Enf.
SALARY \$ 57,558.28 BONUS \$ 6439.42 BENEFITS Yes No HIRE DATE 7/9/84

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME James Waddell TITLE President
SALARY \$ 99,183 BONUS \$ 17,604 BENEFITS Yes No HIRE DATE 10/1/99

NAME Gregory Bradsher TITLE VP Finance Director
SALARY \$ 87,498.12 BONUS \$ _____ BENEFITS Yes No HIRE DATE 3/7/94

NAME Leon Tomlin TITLE Distribution Director
SALARY \$ 73,796.74 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12/19/83

NAME Danny Burton TITLE Chief Law Enf.
SALARY \$ 65,223.31 BONUS \$ _____ BENEFITS Yes No HIRE DATE 11/1/74

NAME Padrice Britton TITLE Store Operations Director
SALARY \$ 57,279.70 BONUS \$ _____ BENEFITS Yes No HIRE DATE 8/30/82

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME James Waddell TITLE President
SALARY \$ 94,460 BONUS \$ 13,620.43 BENEFITS Yes No HIRE DATE 10/1/99

NAME Gregory Bradsher TITLE VP Finance Director
SALARY \$ 82,761.75 BONUS \$ _____ BENEFITS Yes No HIRE DATE 3/7/94

NAME Leon Sorokin TITLE Distribution Director
SALARY \$ 68,240.91 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12/19/83

NAME Danny Burton TITLE Chief Law Enf
SALARY \$ 62,801.95 BONUS \$ _____ BENEFITS Yes No HIRE DATE 11/1/74

NAME Patrice Britton TITLE Non-Operational Director
SALARY \$ 54,730.08 BONUS \$ _____ BENEFITS Yes No HIRE DATE 8/30/82

3. Please attach a list of the benefits you pay to your 5 highest paid employees. see attached TMA-BC Benefit Summary
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Carl Salzer \$0, Prudgen Amos \$0, Robert Stebbins \$0, James Sims \$0, Sam Krause \$0, Les Buchan \$0, Mark Headen \$0, Harry Fitzgerald \$0, Jimmy Kausch \$0

Fiscal Year 2008

Carl Salzer \$0, Prudgen Amos \$0, Robert Stebbins \$0, James Sims \$0, Sam Krause \$0, Les Buchan \$0, Mark Headen \$0, Harry Fitzgerald \$0, Carole Kausch \$0

Fiscal Year 2007

Les Buchan \$0, Carole Kausch \$0, Carl Salzer \$0, Prudgen Amos \$0, Sam Krause \$0, Robert Stebbins \$0, Mark Headen \$0, James Sims \$0, Carole Kausch \$0

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. see attach page 61-62
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. see attach page 5-7 & 21-23
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No see attached page 20
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No
11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. see attached page 25
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy. see attached page 51-54
13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? no for board members, \$640 Administrator & Bd Director
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? Salzer \$2,079, Stebbins \$959, Sims \$2,479, Amos \$1,989, Headen \$256, Kausch \$929
- Submitted by Name Gregory W. Blushkin Title: Administrator Date: 11/23/09

Triad Municipal ABC Board Benefit Summary

North Carolina State Retirement System
401K (100% Employee Contribution)
Health Ins. /Prescription / Vision Insurance
Dental Insurance
Other Benefits
Health Insurance for Retired Full-Time Employees with 15+ continuous service and meet State retirement guidelines
457 Retirement Plan (100% Employee Contribution)
Paid Holidays (8 day)
Floating Holiday (1 day)
Paid Birthday off
Uniform Allowance
Paid Sick Leave (12 days per year) unlimited accumulation
Paid Vacation (10 to 25 days)
Long Term Disability (100% Employee)
Short Term Disability (100% Employee)
Basic Life Insurance & AD &D
Group Dependent Life Insurance (100% Employee)
Voluntary Life Insurance 1x,2x,3x Salary (100% Employee)
EAP Program
AFLAC - Cancer Indemnity Insurance Plan (100% Employee)
AFLAC - Personal Accident Indemnity Plan (100% Employee)
AFLAC - Specified Health Event Protection (100% Employee))
AFLAC - Hospital Protection (100% Employee)
AFLAC - Long Term Care Plan (100% Employee)
Winston-Salem City Employees' Credit Union Membership
Local Government Employees Credit Union Membership
Tuition Reimbursement
Longevity (employees hired prior to July 1, 1999)
Funeral Leave (death of immediate family member) 3-5 days
Military Leave (employees called to active duty in the armed services)



Date Issued: 1/19/2000

Date Revised:

TRAVEL POLICY

Travel by Board members and employees is necessary and useful to the accomplishment of Alcoholic Beverage Control functions. It is the purpose of these guidelines to establish the procedure for authorizing employee travel and to describe the system of reimbursement of travel expenses.

These guidelines are intended to be consistent with efficient operation while permitting sufficient flexibility on the part of the employee traveling on authorized Board business.

The Administrator must approve all travel. All trips that involve expenses in excess of the total amount budgeted for travel in any department will require the additional approval of the Administrator.

If an employee wishes to combine a business trip with a vacation, the following shall apply:

- A. The department director must approve the arrangement.
- B. The Board shall provide only the reimbursement that would have been approved if the most economical mode of transportation had been used to the business destination.
- C. The Board will provide only that reimbursement which covers the actual expenses of the business portion of the trip.
- D. The employee must specify on the Business Expense Voucher form the dates of the conference or meeting and the total days of the trip so that vacation time may be computed.

Spouses or family members may accompany an employee on official trips. The Board provides reimbursement for only those expenses that the employee would normally incur if traveling alone.

Ordinarily, the most economical and expeditious form of transportation will be used for Board travel. If there is some doubt as to the best method of travel, the matter should be reviewed with the Administrator.

Board employees may use only tourist class air travel.



Date Issued: 1/19/2000

Date Revised:

TRAVEL POLICY

Only Board employees or other persons so authorized shall be permitted to travel in Board vehicles. Unless impractical, all travel related vehicle expenses, i.e., oil, gasoline, repairs, etc. should be charged on a Board credit card. A paid receipt must support any request for reimbursement not charged to a Board credit card, except tolls.

The use of a private vehicle will normally be confined to destinations within the state or those in neighboring states where it is more advisable to travel by vehicle because of expediency and destination accessibility.

Reimbursement for travel by private vehicle is at the rate specified by the Internal Revenue Service and is paid directly to the employee. Reimbursement will be made on this mileage basis unless it is more expensive than what it would cost to reach the same destination by air. The cost of air travel tourist class will be used for this comparison.

The traveling employee will be reimbursed for actual expenses incurred for meals and tips while traveling on Board business. The employee is expected to use common sense standards when ordering meals while traveling. Employees should order meals similar to ones they would normally order if they were traveling on their own. A receipt should accompany all reimbursement requests for meals in excess of \$25.

All reimbursement requests for lodging must be accompanied by a receipt. Employees are to use common sense standards when making lodging arrangements. Employees should choose the same type of lodging accommodations they would make if they were traveling on their own.

Incidental expenses such as telephone, parking, tolls, tips, and use of public transportation are reimbursable. Any reimbursement request in excess of \$25 should be accompanied by a receipt.

If an advance of travel funds is requested, a request for funds must be approved by the department director and the Director of Finance. Within 10 days after any travel, the employee must complete the standard Business Expense Voucher form and submit the completed form with all receipts to the department director for approval.



Date Issued: 1/19/2000

Date Revised:

PHILOSOPHY AND PURPOSE OF HUMAN RESOURCE GUIDELINES

Our philosophy is dedicated to (1) creating and maintaining a team environment which will have the highest degree of employee input in the operation of the Board and (2) utilizing the experiences of all employees in developing guidelines that promote and accomplish the goals of the Board.

Our Forsyth Municipal ABC Board Employee Guidelines are a usable guidebook for all employees. This manual not only outlines the Board's guidelines toward the various phases of our employer-employee relationship, but it also indicates how guidelines are to be administered. Consequently, each employee is able to use this manual as a guidebook when he/she needs to apply Board guidelines in a given situation.

These procedures and guidelines are subject to modification and further development in light of experience. As such, these guidelines should be considered the latest, ever-evolving draft that will be continually modified and improved upon as circumstances and experience dictates. Each employee is encouraged to assist in keeping our human resource program up-to-date by notifying your supervisor whenever problems are encountered or improvements can be made in the administration of our Employee Guidelines.



Date Issued: 1/19/2000

Date Revised:

PRINCIPLES OF EMPLOYEE RELATIONSHIPS

The Board will strive to provide an environment that is not only physically healthy and comfortable but also free of intimidation, hostility or other factors which may interfere with an individual's work performance or negatively affect the quality of the work environment. Personally demeaning conduct at the work place, such as racial or ethnic slurs, sexual comments, or other forms of harassment, undermines the integrity and effectiveness of both individual employees and the Board. Any demeaning behavior of this type will not be tolerated.

All of the practices of the Board are based on employee cooperation and mutual respect. Each employee shall be accorded equal dignity and respect, and there shall be no differentiation in the treatment of any persons employed within the Board. Every employee must respect the rights and privileges of fellow employees.

The difference between an organization that is progressive and growing and one that is not is often the difference in teamwork displayed by all employees. Teamwork is sometimes hard to define, but we think it means working together to achieve the common goals that are important to the employees and the Board – taking a “WE” rather than an “I” approach to our jobs. We believe it is important to be concerned about each employee as an individual and how that individual fits into the team. Working together will ensure our success.

Principles to govern the Board relations with all employees:

1. In daily work, all employees will be regarded as individuals who are important and as individuals who are responsible. All individuals will be treated with dignity and respect.
2. All employees will be guaranteed the right of being heard by any level of management through the open door policy.
3. Salaries will be maintained that compare with those prevailing in the local area in comparable organizations for similar occupations.
4. Benefits will be maintained for all employees that will compare with those prevailing in the local area in comparable organizations.
5. The Board and its employees are committed to the maintenance of a safe and healthful environment for all employees at all times. No other consideration shall take precedent over this principle.
6. The Board and its employees will devote their very best efforts to the building of a growing organization within which an atmosphere of trust, friendship and harmony with job security and opportunity for all employees will prevail.



Date Issued: 1/19/2000

Date Revised:

PRINCIPLES OF EMPLOYEE RELATIONSHIPS

All employees are called upon to join in the efforts to carry out these principles and make our working together a pleasant and meaningful experience.



Date Issued: 1/19/2000

Date Revised:

COUNSELING

In order to maintain the safety and welfare of all employees, we expect everyone to know and observe common sense standards of job performance and conduct.

However, incidents may occur which disrupt orderly and efficient operations. Responsibility for handling situations that violate the common sense standards of job performance and conduct rests primarily with the directors and managers.

When violations of common sense standards of job performance or conduct occur, corrective action must be taken. While in most situations counseling will be used to address the deficiency, it may become necessary to separate the employee without counseling for some specific behaviors. Depending upon the severity and the circumstances, employees may be subject to (1) counseling, (2) counseling with notice of discharge for repeated violations, or (3) immediate termination. The standards listed below are not intended to include every type of violation of common sense standards of job performance and conduct but rather serve only as examples.

1. Using abusive, insulting, or degrading language which effect is to harass, humiliate, insult, or demean another employee.
2. Violating the Solicitation/Distribution Guideline
3. Leaving work assignment or handling personal affairs during work time unless authorized.
4. Failure to properly report an accident or injury.
5. Creating or contributing to unsanitary or unsafe conditions.
6. Violation of the attendance guidelines.
7. Insubordination or non-cooperation with fellow employees.
8. Any type of dishonesty, including falsification of records, time records, expense reports, theft, etc.
9. Misuse or destruction of Board property or the property of others on Board premises. Any act of vandalism.
10. Violation of the Conflict of Interest Guideline.



Date Issued: 1/19/2000

Date Revised:

COUNSELING

11. Fighting with or harassment of another person on Board premises.
12. Being under the influence of (including the inability to perform assigned duties safely), using, or unauthorized possession of alcohol or illegal substances on Board premises.
13. Any illegal activities, including gambling, on Board premises.
14. Possession of a firearm or other dangerous weapons on Board premises.
15. Willfully endangering lives and/or property.

Because of safety and health issues, it may be necessary to ask an employee to leave Board premises before the end of the scheduled work period. Employees will be notified when to return to work for a discussion of the circumstances for which they were requested to leave.

To assure uniformity and fairness of treatment, we have a counseling procedure that is used to formally communicate the needs and means for an employee to meet common sense standards of job performance and conduct. The counseling will be documented in the form of a written plan of action between the employee and supervisor at the intervals listed below:

- | | | |
|--------------------|---|-----------------------------------|
| 1 – Written Action | - | 1 st Counseling Action |
| 2 – Written Action | - | 2 nd Counseling Action |
| 3 – Written Action | - | Discharge |

Such counseling actions warrant corrective action on the part of the employee, and the written notice(s) make(s) formal note of that need. The employee's supervisor, director and the Administrator will review all such written Counseling Actions 12 months following the date written. If the employee has had no other written counseling action(s) during the 12 month period and the counseling action does not contain any written provisions to the contrary, the counseling action will be removed from the employee's file at that time. If the employee has had additional written counseling actions during the 12-month period, the counseling action in question will again be reviewed with the review of the subsequently written counseling action(s).



Date Issued: 1/19/2000

Date Revised:

COUNSELING

Before administering a written counseling action, the supervisor should thoroughly investigate the incident in question and determine the facts. The supervisor's investigation may include an interview with the employee who is being considered for counseling action to determine the employee's version of the event.

After a determination had been made to issue a counseling action, the supervisor will explain to the employee that the purpose of the counseling action is to give him/her an opportunity to improve.

The counseling action report should be divided into three sections:

1. Reason/details for the counseling action
2. Plan for improvement
3. Future action that will be taken if the violation or discrepancy is not corrected

Employees shall be required to submit to polygraph examinations in conjunction with internal investigations by the Law Enforcement Unit. These examinations will be limited to the narrowly defined offenses of the investigation.



Date Issued: 1/19/2000

Date Revised:

CONFLICTS OF INTEREST

All employees are expected to avoid all situations that create or may create an actual or potential conflict between the employee's personal interest and the interest of the Board.

A conflict of interest exists when your loyalties or actions are divided between the interest of the Board and the interests of another, such as a supplier, or customer.

Avoid both the fact and appearance of such a conflict. If you are confronted with a possible conflict of interest, discuss it immediately with your supervisor or the Administrator.

In general, conflict of interest situations can include such matters as: (1) financial interests in suppliers or customers, (2) gifts or favors from customers, or suppliers (3) conflicting outside employment or self-employment, (4) disclosure of proprietary information, and (5) the use of Board facilities, property, or inside information for private gain.

Gifts

As a matter of policy, no personal gifts may be accepted by an employee from suppliers, customers or any others that may create even the appearance of a conflict of interest. Gifts to the Board which are accepted by employees, on behalf of the Board, remain the property of the Board and are to be forwarded to the Administrator for proper handling.



Date Issued: 1/19/2000

Date Revised:

EMPLOYMENT OF RELATIVES

It is the goal of the Board to avoid creating or perpetuating circumstances in which the possibility or even the appearance of favoritism, conflicts of interest, or impairment of efficient operations, may occur. Therefore, relatives of employees will not be hired.

While employees who become relatives by way of marriage or adoption after hire may retain their employment, the Board reserves the right to change and maintain work assignments as necessary to minimize potential, perceived or actual conflicts of interest or favoritism that may result.

For purposes of this policy, relatives are defined as: father, mother, son, daughter, brother, sister, wife, husband, grandparent, uncle, aunt, nephew, niece, cousin, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, stepchild, stepbrother, stepsister.

Employees shall be responsible for notifying their supervisor or the Administrator, if they become a relative of another employee by way of marriage or adoption after they are hired.

Supervisors, in consultation with the Administrator, will be responsible for changing and maintaining work assignments among relatives by way of marriage or adoption after hire which are consistent with this policy.

Misrepresentation by a prospective new employee or an existing employee of his/her status under the definition of this policy will be grounds for disciplinary action up to and including termination.



Date Issued: 1/19/2000

Date Revised:

SALARY ADMINISTRATION POLICY

The Board's policy is to pay salaries competitive with those in our community and industry, recognizing individual effort and contribution to the success of the Board's objectives.

This policy applies to all regular full time employees.

Determination of salary policy is the responsibility of the Board. The Administrator is responsible for the administration of the Salary Administration Policy.

SALARY GRADE LIMITS

Each position has been placed in a salary grade that establishes the value of the position relative to other positions in the organization.

Within this framework, an employee's salary will, in most circumstances, be related to demonstrated performance. Employees will normally receive a salary that is within the range limits of the applicable grade.

RANGE MINIMUM

At least the minimum of the appropriate salary range will be paid to all qualified employees. New employees generally will be hired, if practical, at rates that are no more than 90% compa-ratio for the applicable salary range. Compa-ratio is defined as the salary relative to the midpoint of the salary range (calculated by dividing the salary by the salary grade midpoint)

Learner's Rate – In cases where the qualifications of a newly hired or newly promoted employee are less than those usually required in an assigned position. Such employees may be paid below the minimum of the applicable range (but not less than 5% below the minimum) while acquiring the necessary minimum qualifications for the position. This learning period normally will be limited to six months, after which the employee will be paid at or above the minimum of the range, if retained in the position.



Date Issued: 1/19/2000

Date Revised:

SALARY ADMINISTRATION POLICY

RANGE MID-POINT

The mid-point of the salary range identifies the general standard for satisfactory performance by a qualified employee. Merit increases above the mid-point are generally reserved for sustained, outstanding performance.

RANGE MAXIMUM

The maximum of a salary range normally provides an upper limit to what employees in that grade will be paid. However, it is not an absolute limit, and the following condition may allow an employee to be paid above the minimum range:

“Red Circle” Salary – If an employee is being paid in excess of the maximum at the time the range for the grade is established, the salary will not be reduced. Under this condition, such employee will ordinarily be considered ineligible for an increase in pay (“red circled”) until an adjustment in the salary structure or a promotion to a higher grade brings the salary within the established range for the position. Decisions for salary increases for employees paid in excess of the grade maximum will be made on an individual basis by the Administrator.

SALARY REVIEWS

Reviews for employee salary increases are conducted annually on the employee’s anniversary date. Increases, if granted, are granted in amounts as determined through the Board’s annual merit budgeting process. Salary increases are not granted on an automatic basis, but only as a result of demonstrated performance, documented by a job related performance appraisal presented at the employee’s anniversary date.

The first salary review after employment will occur at the end of six months of service.



Date Issued: 1/19/2000

Date Revised:

SALARY ADMINISTRATION POLICY

JOB POSTING PROCEDURE

Any employee who is selected through the job posting process for a new position in a higher job grade will receive an increase in salary effective at the beginning of the next pay period after they assume the new position. Employees who are selected through the job posting process for a previously held position in a lower job grade will receive a reduction in salary equal to their previous rate plus any merit increases received while in the higher grade position.

PROMOTION INCREASE

A promotion is the reclassification of an employee upward into a higher-grade position. The salary of a newly promoted employee will be adjusted to match the minimum of the higher grade or an amount determined by the Administrator.

MAINTENANCE OF THE SALARY STRUCTURE

The Administrator, in May of each year, will determine the adequacy of salary ranges of the Board structure and make a recommendation to maintain or adjust these ranges to the Board. Adjustments will be made to the structure as required, but salaries will not be adjusted at such time.

COMMUNICATION

Career Development

Each employee will be shown their current range by their supervisor. During career development discussions, the supervisor will discuss the Board structure with employees in order to reveal the possible salary progression for each employee. Specific actions



Date Issued: 1/19/2000

Date Revised:

SALARY ADMINISTRATION POLICY

required by each employee to reach the higher salary grades will also be discussed by the supervisor.

Policy Distribution

The Board will communicate this Salary Administration Policy to all employees after its adoption. All new employees will receive a copy of the policy as part of the new employee orientation process.

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System TRYON

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 2
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses); benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME SUSAN ASH BLANTON TITLE GENERAL MANAGER
 SALARY \$ 30201.90 BONUS \$ 0 BENEFITS Yes No HIRE DATE 9/23/2003

NAME EMILY S. CASE TITLE CLERK
 SALARY \$ 4420.00 BONUS \$ 0 BENEFITS Yes No HIRE DATE 10/13/2004

NAME PHILLIP TADSEN TITLE CLERK
 SALARY \$ 828.75 BONUS \$ 0 BENEFITS Yes No HIRE DATE 10/25/2008

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME SUSAN ASH BLANTON TITLE GENERAL MANAGER
 SALARY \$ 28314.63 BONUS \$ 0 BENEFITS Yes No HIRE DATE 9/23/2003

NAME DANA M. PONDER TITLE CLERK
 SALARY \$ 13251.51 BONUS \$ 0 BENEFITS Yes No HIRE DATE 10/6/2006

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME SUSAN ASH BLANTON TITLE GENERAL MANAGER
 SALARY \$ 28852.06 BONUS \$ 0 BENEFITS Yes No HIRE DATE 9/23/2003

NAME DANA PONDER TITLE CLERK
 SALARY \$ 2878.75 BONUS \$ 0 BENEFITS Yes No HIRE DATE 10/6/2006

NAME EMILY S. CASE TITLE CLERK
SALARY \$ 3469.28 BONUS \$ _____ BENEFITS Yes ___ No HIRE DATE 10/13/2004

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

JOYCE KIMPTON - 0 comp JERRY PERRY - 0 comp
JAY TIRRE - 0

Fiscal Year 2008

JOYCE KIMPTON - 0 comp JERRY PERRY - 0 comp
JAY TIRRE - 0 comp

Fiscal Year 2007

JOYCE KIMPTON - 0 comp ELLIS FINCHER - 0 comp
JAY TIRRE - 0 comp

5. Do your board members receive insurance or retirement benefits? Yes ___ No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ___ No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes No ___ If yes, when was it instituted? 2004 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No
11. Do you have a nepotism policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ___ No If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? _____

Submitted by Name Susan A. Blanton Title: Manager Date: 12/3/2009

SUSAN ASH BLANTON - BENEFITS
MEDICAL, DENTAL, EYE INSURANCE
PENSION PLAN

VACATION
SICK
PD HOLIDAYS

Some of our policies and ethics from our policy handbook.

TRYON ABC BOARD DISCIPLINARY ACTION

The manager is authorized to invoke the formal policy of the Board on disciplinary action and dismissal when an employee's work or conduct makes such action necessary. Some of the causes of disciplinary action or dismissal are as follows:

Performance of duties

- *physical or mental incapacity
- *inefficiency, incompetency, or negligence
- *failure to work well with the public or employees
- *habitual failure to report for duty at the assigned time
- *absence without approved leave
- *improper use of sick leave
- *careless or improper use of ABC property
- *improper removal of alcoholic beverage from any ABC store, warehouse or office
- *violation of laws pertaining to alcoholic beverages, including laws prohibiting sale of alcoholic beverages to minors.

Personal conduct

- *misuse of ABC funds
- *willfull damage to lives or property
- *conviction of a felony
- *immoral or criminal conduct
- *gross misconduct unbecoming of an ABC employee
- *brutality in the performance of duties
- *theft or dishonesty
- *falsifying information to secure employment
- *accepting gifts in exchanges for favors or influence
- *intentionally shortchanging or otherwise defrauding a customer
- *engaging in incompatible employment or in employment serving a conflict of interest
- *betraying confidential information from official records
- *refusing to accept a reasonable and proper assignment from the Board
- *Insubordination
- *acting to disrupt the normal operation of the ABC Board
- *reporting to work under the influence of alcohol or drugs or pertaking of such on the job
- *trespassing on the home of any ABC official or employee for the purpose of harassing or forcing discussion
- *engaging in habitual and lengthy personal telephone conversations during working hours
- *willfully disregarding the published policies of the ABC Board

**TRYON ABC BOARD
INTOXICANTS**

Employees are positively prohibited from drinking alcoholic beverages while on duty or prior to going on duty. The odor of an intoxicant upon the breath of any employee shall be sufficient grounds for disciplinary action by the Board.

TRYON ABC BOARD

PROMOTION POLICIES

Consideration for advancement to higher positions is given to employees with the necessary qualifications and will be based on the "Best Qualified" person when a position comes open. It is the policy of this Board to promote from within when possible. In considering employees for promotion, the Board gives particular attention to a candidate's honesty and trustworthiness. These traits alone may influence the Board's decision. Each employee will be evaluated periodically on factors that indicate ability and job performance along with leadership ability and management potential. The Board recognizes that problems apparent at one level of performance frequently become magnified at a higher level. It thus evaluates closely your appearance, attitude, willingness to cooperate, and particularly your ability to get along with employees at all levels. Good work habits, a sense of responsibility, prompt responses to inquiries, and cooperation with management and the public will help you advance to higher positions. Length of service and employee evaluations are reviewed carefully and is considered in deciding your ability to handle greater responsibility.

APPEAL AND GRIEVANCE PROCEDURES

If a situation arises where an employee has a grievance, the problem should first be brought to the attention of the manager. If the problem cannot be resolved there, then it should be brought to the Board for consideration. The grievance must be submitted in writing to the Board within five work days of the occurrence of the action. At the local level, the ABC Board decision will be considered final. Every permanent employee has the right to appeal certain adverse personnel action or to present a grievance free from interference, restraint, coercion, discrimination or reprisal.

REPORTING TO WORK

You are responsible for reporting to work at the assigned place and time. As a general rule, ABC stores and other departments operate on a normal schedule during adverse weather conditions, including sleet and snow. In most cases, proper planning will allow you to arrive at work on time. In most cases, proper planning will allow you to arrive to work on time. You will be notified of changes in the normal operation schedule by the manager. Your attendance record of days late or absent is reviewed when you are considered for raises and promotions.

TRYON ABC BOARD STORE OPERATION POLICIES

EMPLOYEE / CUSTOMER COMMUNICATIONS

A.) There will be no use of vulgar, profane, and threatening language, either within hearing of or directly to customers and/or employees. This is unacceptable and will not be tolerated. Communications between employees, and employees and customers, will be civil and free from abusive, threatening, or profane language.

This notice is to serve as a written warning to all employees of the Tryon ABC Board, that use of such language constitutes a violation of policy.

B.) At no time is an employee of the Tryon ABC Store to make sexually oriented or race oriented comments directly to or in the presence of other employees or customers. At no time should an employee be exposed to sexually oriented actions, materials or conversations. This is unacceptable and will not be tolerated. In the event that an employee feels he/she has been exposed to such, the incident should be reported to the General Manager immediately so that the incident can be investigated and appropriate action may be taken.

This notice is to serve as written warning to all employees of the Tryon ABC Board, that such actions constitute a violation of policy.

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

RECEIVED

NOV 30 2009

NC ABC COMMISSION

Name of ABC System Tyrrell County ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 2
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Kathy L. Perry TITLE Store Manager
 SALARY \$ 14,292.00 BONUS \$ 0 BENEFITS Yes No HIRE DATE 7/28/03

NAME Roberta H. Clifton TITLE Part-Time Store Clerk
 SALARY \$ Hourly BONUS \$ 0 BENEFITS Yes No HIRE DATE 4/28/06

NAME Louise D. Sawyer TITLE Part-time Store Clerk
 SALARY \$ Hourly BONUS \$ 0 BENEFITS Yes No HIRE DATE 1/2/09

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Kathy L. Perry TITLE Store Manager
 SALARY \$ 13,608.00 BONUS \$ 0 BENEFITS Yes No HIRE DATE 7/28/03

NAME Roberta H. Clifton TITLE Part-time Store Clerk
 SALARY \$ Hourly BONUS \$ 0 BENEFITS Yes No HIRE DATE 4/28/06
\$319.60

NAME Keith H. Ward TITLE Part-time Store Clerk
 SALARY \$ 3706.94 BONUS \$ 0 BENEFITS Yes No HIRE DATE 3/23/05
Hourly

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Kathy L. Perry TITLE Store Manager
 SALARY \$ 13,212.00 BONUS \$ 0 BENEFITS Yes No HIRE DATE 7/28/03

NAME Keith H. Ward TITLE Part-time Store Clerk
 SALARY \$ 4840.23 BONUS \$ 0 BENEFITS Yes No HIRE DATE 3/23/05
Hourly

NAME Roberta H. Clifton TITLE Part-time Store Clerk
SALARY \$ 1935.49 BONUS \$ 0 BENEFITS Yes No HIRE DATE 4/28/06

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees. See attached.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009 * \$50 each per meeting plus \$100.00/mo for chairman
Chairman P. House \$1650.00, Board members; C. Willis \$450.00, S. Diggins, \$450.00
Clerk; W.M. Carawan, Jr., \$400.00 = \$2950.00/FY Annual \$

Fiscal Year 2008
Chairman P. House \$1700.00, Board members; C. Willis, \$450.00 S. Diggins, \$450.00,
Clerk; W.M. Carawan, Jr. \$400.00 = \$3000.00/FY Annual \$

Fiscal Year 2007
Chairman P. House \$1500.00, Board members; C. Willis \$350.00, S. Diggins \$300.00,
Clerk; W.M. Carawan, Jr. \$150.00 = \$2300.00/FY Annual

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes No If so, what? _____

7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. Follows County Standards

8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. Follows County Standards

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No

11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. Follows County Standards

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy. Follow County Standards

13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name Terry Somers Title: Bookkeeper Date: 11/23/09

FOR ABC Board

3)

Name of ABC System Tyrrell County ABC Board

Full-Time Store Manager Position

Benefits paid by the ABC Board for full-time employee: Health insurance, matching retirement, group life insurance.

Full-Time Employee: Have choice of payroll deduct benefits for:

Accidental

Cancer

Critical Illness

Dental

Disability

Flex Card (Cafeteria Plan)

Intensive Care

Legal Services

Vision

PERSONNEL POLICY

TYRRELL COUNTY

REVISED 1997

- (f) Each individual requesting access to confidential information will be required to submit satisfactory proof of identity.
- (g) A record shall be made of each disclosure and placed in the employee's file (except of disclosures to the employee and the supervisor).

Section 4. Records of Former Employees

The provisions for access to records apply to former employees as they apply to present employees.

Section 5. Remedies of Employees Objecting to Material in File

An employee who objects to material in his or her file may place in his or her file a statement relating to the material he considers to be inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedure.

Section 6. Penalty for Permitting Access to Confidential File by Unauthorized Person

GS 153A-98 provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed five hundred dollars.

Section 7. Penalty for Examining and/or Copying Confidential Material Without Authorization

G.S. 153A-98 provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined in the discretion of the court but not in excess of five hundred dollars.

Section 8. Destruction of Records Regulated

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with G.S. 121-5, without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined not less than ten dollars nor more than five hundred dollars as provided in G.S. 132-3.

7

ARTICLE XI. EMPLOYEE TRAVEL

Section 1. County Owned and Private Vehicle

#7 (cont'd)

When traveling within or outside the county, a county owned vehicle should be used if one is available. When a private vehicle is used, the rate of reimbursement will be at the prevailing rate established by the budget.

Section 2. Subsistence

When employees are required to attend meetings during the work day that does not require overnight travel, then reimbursement will be made for actual expenditures within reason. (Reason will be determined by department head or finance officer).

Employees that are required to attend overnight meetings, workshops, conferences, seminars, or classes in connection with their specific employment with the county will be reimbursed for actual expenditures within reason.

Section 3. Overnight Lodging

Overnight lodging will not be paid without the approval of the department head. Employees attending meetings, workshops, conferences, seminars or classes will be reimbursed at actual expenditures. It is suggested that employees stay at the hotel or conference center where the meetings are to be held, because travel to and from the meeting site several times a day often would exceed the difference in room rates. Some motels and hotels offer governmental employees rates, employees should ask for this.

ARTICLE XII. IMPLEMENTATION OF POLICY

Section 1. Conflicting Policies Repealed

All policies, ordinances or resolutions that conflict with the provisions of this policy are hereby repealed.

Section 2. Separability

If any provisions of this policy or any rule, regulation or order thereunder of the application of such provision to any person or circumstances is held invalid, the remainder of this policy and the application of such remaining provisions of this policy of such rules, regulations or orders to persons or circumstances other than those held invalid will not be affected thereby.

Section 3. Violation of Policy Provision

An employee violating any of the provisions of this policy shall be subject to suspension and/or dismissal, in addition to any civil or criminal penalty, which may be imposed for the violation of the same.

Section 4. Effective Date

This policy shall become effective as of September 2, 1997

The board of commissioners shall allocate each position covered by the classification plan to its appropriate class in the plan.

Section 2. Administration of the Position Classification Plan

The finance officer shall be responsible for the administration and maintenance of their position classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Department heads shall be responsible for bringing to the attention of the finance officer (1) the need for new positions, and (2) material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classifications of any existing positions.

New positions shall be established only with the approval of the board of commissioners after which the finance officer shall either (1) allocate the new position to the appropriate class within the existing classification plan, or (2) amend the position classification plan to establish a new class to which the new position may be allocated.

Section 3. Amendment of Position Classification Plan

Classes of positions shall be added to and deleted from the position classification plan by the board of commissioners based on the recommendation of the finance officer.

#12
Pgs 4-7

ARTICLE III. THE PAY PLAN

Section 1. Adoption

The schedule of salary ranges and class titles assigned to salary ranges, as determined by the Tyrrell County Board of Commissioners in budget sessions is hereby adopted as the pay plan for the county.

Section 2. Maintenance of the Pay Plan

The finance officer shall be responsible for the administration and maintenance of the pay plan. The pay plan is intended to provide equitable compensation for all positions, reflecting in duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the county, and other factors. To this end, the county finance officer shall from time to time make comparative studies of all factors affecting the level of salary ranges and shall recommend to the board of commissioners such changes in salary ranges as appear to be warranted.

Section 3. Use of Salary Ranges

Salary ranges are intended to permit the recognition of individual performance. The following general provisions shall govern the granting of within-range pay increments:

- (a) The minimum rate established for the class is the normal hiring rate, except in those where unusual circumstances

appear to warrant appointment at a higher rate. Appointment above the minimum step may be made on the recommendation of the department head with the approval of the board of commissioners when deemed necessary in the best interest of the county. Above-the-minimum appointments will be based on such factors as the qualifications of the applicant, being higher than the minimum education and training for the class, a shortage of qualified applicants available at the minimum step, and the refusal of qualified applicants to accept employment at the minimum step.

- (b) Pay step above the minimum rate are reserved to reward employees for meritorious service. Each year, the finance officer may require department heads to consider the eligibility of employees to receive merit pay adjustments. Department heads shall consider all factors affecting employee performance and shall submit their recommendations in writing, giving the reasons whether to advance the employee or retain him at the same rate. Such advancements and retentions must be approved by the board of commissioners.

Section 4. Payment at a Listed Rate

All employees covered by the salary plan shall be paid at a listed rate within the salary ranges established for their respective job classes except for employees in a trainee status, or employees whose present salaries are above the established maximum rate following transition to a new pay plan.

Section 5. Salary of Trainee

An applicant hired or an employee promoted to a position in a higher class, who does not meet all the established requirements of the position, may be appointed at a rate in the pay plan below the minimum established for the position. An employee will remain on the trainee step until the department head certifies that the trainee is qualified to assume the full responsibilities of the position and the board of commissioners approves the certification. The department head shall review the progress of each employee in a trainee status every six (6) months or more frequently as necessary to determine when the trainee is qualified to assume the full responsibilities of the position.

Section 6. Pay Rates in Promotion, Demotion, Transfer, and Reclassification

When an employee is promoted, demoted, transferred, or reclassified, the rate of pay for the new position shall be established in accordance with the following rules:

- (a) An employee who is promoted shall receive a one-step pay increase or an increase to the minimum step of a new pay range, whichever is higher.

- (b) An employee who is demoted shall have his or her salary left the same or reduced to any step in the lower range.
- (c) An employee transferring from a position in one class to a position in another class assigned to the same pay range shall continue to receive the same salary.
- (d) An employee whose position is reclassified to a class having a higher salary range shall receive a one-step increase or an increase to the minimum step of the new pay range, whichever is higher. If the employee's position is receiving a salary above the maximum step established for the class the salary of the employee shall be maintained at the level until such time as the employee's pay range is increased above the employee's current salary.

Section 7. Pay Rates in Salary Range Revisions

When the board of commissioners approve a change in salary range for a class of positions the salaries of employees whose positions are allocated to the class shall be affected as follows:

- (a) When a class of positions is assigned to a higher pay range, employees in the class shall receive a one-step pay increase or an increase to the minimum step of the new range, whichever is higher.
- (b) When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to lower pay range results in an employee being paid at a rate above the maximum step established for the new class, the salary of the employee shall be maintained at that level until such time as the employee's pay range is increased above the employee's current salary.

Section 8. Pay for Part-Time Work

The pay plan established by this policy is for full-time service. An employee appointed for less than full-time service will be paid a rate recommended by the immediate appointing board and in agreement with the county board of commissioners.

Section 9. Overtime

Employees required to work overtime shall receive compensatory time off for hours worked in excess of 40 hours at a rate not less than one and one-half for each hour of employment for which overtime compensation is due provided that:

- (a) the work is of an unusual, unscheduled or emergency nature and is directed by the department head or the authorized representative of the department head;
- (b) the position does not involve administrative, professional or managerial work excluded from these overtime provisions by the board of commissioners, and
- (c) compensatory time off shall be taken within three (3) months from the time it is earned *and before vacation leave* or at the discretion of the department head.

Section 10. Longevity

The county provides longevity to county employees to reward them for the number of years that an employee has been in service to the county. Longevity pay is computed at the rate of one-third of one percent of the employee's base salary following two years of employment.

Section 11. Payroll Deductions

Only payroll deductions specifically mandated or authorized by Federal or State act may be deducted at each pay period from each employee's pay. Other deductions are allowed if by authorization of the employee.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

Section 1. Statement of Equal Employment Opportunity Policy

It is the policy of the county to foster, maintain, and promote equal employment opportunity. The county shall select employees on the basis of applicant's qualifications and without regard to age, sex, race, color, creed, religion, political affiliation or national origin. Applicants with physical handicaps shall be given equal consideration with other applicants for positions in which their physical handicaps do not represent an unreasonable barrier to satisfactory performance of duties.

Section 2. Implementation of EEO Policy

All personnel responsible for recruitment and employment shall implement this personnel policy through procedures that will assure equal employment opportunity based on reasonable performance-related job requirements. Notices with regard to equal employment matters shall be posted in conspicuous places on county government premises in places where notices are customarily posted.

Section 3. Recruitment

When positions are to be filled within the county, department heads shall notify the finance officer concerning the number and classification of positions which are to be

An employee who wishes to accept a position with less complex duties and responsibilities may be demoted for reasons other than unsatisfactory performance of duties or failure in personal conduct.

5 Section 13. Transfer

If a vacancy occurs and an employee in another department is eligible for a transfer and is selected, the department head wishing to hire the employee and the department head of the one transferring shall request the transfer which shall be subject to the approval of the board of commissioners.

Any employee transferred without his/her having requested it may appeal the action in accordance with the grievance procedure outlined in Article VIII.

Any employee who has successfully completed a probationary period may be transferred to the same or similar class in a different department without serving another probationary period.

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 1. Workweek

Full-time employees normally work five (5) seven (7) hour days per work week and are subject to the overtime provisions set forth in Article III, Section 9. Employees in administrative, professional or managerial positions shall work the number of hours necessary to assure the satisfactory performance of their duties.

Exceptions: 40 hr. week - law enforcement; agriculture extension; public utilities. 37 1/2 hr. week - department of social service.

When the activities of a particular department require some other schedule to meet work needs, the finance officer may authorize a deviation from the normal schedule.

#8,9 Section 2. Gifts and Favors

- (a) No official or employee of the county shall accept any gift, whether in the form of service, loan, thing or promise from any person who to the employee's knowledge is interested directly or indirectly in any manner whatsoever in business dealing with the county.
- (b) No official or employee shall accept any gift, favor or thing of value that may tend to influence that employee in the discharge of duties.
- (c) No official or employee shall grant in the discharge of duties any improper favor, service or thing of value.

Section 3. Political Activity Restricted

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States of America. However, no employee shall (1) engage in any political or partisan activity while on duty; (2) use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; (3) be required as a duty of employment or as a condition for employment, promotion, or tenure of office to contribute funds for political or partisan purposes; (4) coerce or compel contributions for political or partisan purposes by another employee of the county; or (5) use any supplies or equipment of the county for political or partisan purposes.

Competitive service employees and employees in certain Federally-aided programs are subject to the Hatch Act as amended in 1975. This Federal act, in addition to prohibiting (2), (3), and (4) above, also prohibits candidacy of elective office in a partisan election.

Any violation of this section shall subject such employee to dismissal or other disciplinary action.

Section 4. Outside Employment

The work of the county will take precedence over other occupational interest of employees. Conflicting outside employment will be grounds for disciplinary action up to and including dismissal.

Section 5. Limitation of Employment of Relative

- #11
- (a) This policy shall not be retroactive, and no action will be taken concerning those members of the same family employed in conflict with above prior to the adoption of this policy.
 - (b) Relatives are defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.
 - (c) The board of commissioners shall approve the appointment by the sheriff or the register of deeds of a relative by blood or marriage of nearer kinship than first cousin as required by Chapter 153A-103 (1) of the North Carolina General Statutes.

Section 6. Private Use of Publicly Owned Vehicle and/or Equipment

#13

It shall be unlawful for any officer, agent or employee of any county to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to the county. GS 14-247.

#13
cont'd

Any person, firm or corporation violating the above provision shall be guilty of a misdemeanor punishable by a fine of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00), imprisonment for not more than six months, or both such fine and imprisonment. GS14-251.

Section 7. Family and Medical Leave

Purpose

The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for women and men.

(A) Eligible Employees

Permanent Employees. An employee who has been employed with Tyrrell County Government for at least one year and who has worked at least 1040 hours during the past twelve months is entitled to a total of twelve (12) workweeks, paid and/or unpaid, leave during any twelve-month period for one or more of the reasons listed below:

(1) For the birth of a child and the care for the child after birth, provided the leave is taken within a twelve-month period following birth.

(2) For the employee to care for a child placed with the employee for adoption or foster care, provided the leave is taken within a twelve-month period following adoption or placement.

(3) For the employee to care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition; or

(4) Because the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position.

A workweek is defined as the number of hours an employee is regularly scheduled to work each week.

Leave without pay beyond the twelve-week period will be administered under the other Leave Without Pay Policy (Article VI, Section 19). *Should be Section 17*

Temporary Employees. This policy does not cover temporary employees. However, if, by exception, a temporary employee is extended beyond one fiscal year, the employee would be covered if he/she had worked at least 1250 hours during the past twelve month period. Any leave granted to a temporary employee would be without pay.