

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 JOHNSTON COUNTY

ABC Employees

1. How many employees does your ABC system have? full-time 18 part-time 7
 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 Employee # 45 SWANEE CARROLL TITLE General Manager
 SALARY \$ 67,638.20 BONUS \$ - BENEFITS Yes No HIRE DATE 03.12.2001

NAME Employee # 18 WANDA HOLLOMAN TITLE Accountant
 SALARY \$ 56,567.23 BONUS \$ - BENEFITS Yes No HIRE DATE 12.12.1983

NAME Employee # 14 JOEL BIZZELL TITLE Manager
 SALARY \$ 40,092.28 BONUS \$ - BENEFITS Yes No HIRE DATE 07.06.1989

NAME Employee # 05 JEAN GREEN TITLE Manager
 SALARY \$ 39,062.38 BONUS \$ - BENEFITS Yes No HIRE DATE 08.13.1984

NAME Employee # 22 EDDIE GWIN TITLE
 SALARY \$ 37,393.32 BONUS \$ - BENEFITS Yes No HIRE DATE 07.09.1990

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

NAME Employee # 45 TITLE General Manager
 SALARY \$ 64,435.00 BONUS \$ - BENEFITS Yes No HIRE DATE 03.12.2001

NAME Employee # 18 TITLE Accountant
 SALARY \$ 53,767.11 BONUS \$ - BENEFITS Yes No HIRE DATE 12.12.1983

NAME Employee # 14 TITLE Manager
 SALARY \$ 37,986.26 BONUS \$ - BENEFITS Yes No HIRE DATE 07.06.1989

NAME Employee # 05 TITLE Manager
 SALARY \$ 37,148.36 BONUS \$ - BENEFITS Yes No HIRE DATE 08.13.1984

NAME Employee # 22 TITLE Manager
 SALARY \$ 35,779.25 BONUS \$ - BENEFITS Yes No HIRE DATE 07.09.1990

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

NAME Employee # 45 TITLE General Manager
 SALARY \$ 60,254.20 BONUS \$ - BENEFITS Yes No HIRE DATE 03.12.2001

NAME Employee # 18 TITLE
 SALARY \$ 47,495.10 BONUS \$ - BENEFITS Yes No HIRE DATE 12.12.1983

NAME Employee # 04 RICKY OWEN TITLE Manager
SALARY \$ 40636.38 BONUS \$ - BENEFITS Yes No HIRE DATE 11.01.1978

NAME Employee # 14 TITLE Manager
SALARY \$ 36814.40 BONUS \$ - BENEFITS Yes No HIRE DATE 07.06.1989

NAME Employee # 05 TITLE Manager
SALARY \$ 35063.36 BONUS \$ - BENEFITS Yes No HIRE DATE 08.13.1984

✓ 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

Eugene Jackson. Chairman \$600⁰⁰
Neal Johnson - Steve Upton - Board Members \$300⁰⁰

Fiscal Year 2008

Jerry Cox. Chairman \$600⁰⁰
Eugene Jackson. Neal Johnson. Board Member \$300⁰⁰

Fiscal Year 2007

Jerry Cox. Chairman \$600⁰⁰
Eugene Jackson. Neal Johnson Board Member \$300⁰⁰

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? One Board Member receive Health Insurance. (Last one)

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? 1997 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? 1996 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? \$ 1718.16

Submitted by Name Wanda Holloman Title: Accountant Date: 11.25.2009

Question #3

Employees Benefits

Wellpath Health Care Insurance
Paid Holidays (10 days per year)
Vacation (based on years of service)
Sick Leave (12 days per year)
North Carolina Local Government Retirement System
Prudential 401 (K) Plan
Longevity Pay (based on years of service)
Retirees' Major Medical Insurance Program
Life Insurance

Question # 7

TRAVEL POLICY

Members of the Johnston County Board of Alcoholic Control and staff who are required to travel on official ABC Business are to comply with the following guidelines:

Travel on official ABC business must be authorized by the Johnston County ABC Board Members. Regular employees travel must be authorized by the General Manager.

Airline travel, taxi, limousines to and from airports, baggage tips at airports, hotel/motels, are reimbursable at actual cost.

Use of personal vehicle for official business is reimbursable at amount approved by the board, traveling the shortest usually traveled route.

Travel by official vehicle, the ABC systems pays total cost of operation and maintenance.

Travel by public conveyance with the prior approval of the ABC Board members, the actual cost of the fare.

Registrations fees for conferences, parking fees, tolls and other related expenses are paid by the system.

Overnight lodging must be substantiated by a receipt.

Meals are reimbursable with proper receipt, including tax and gratuity.

Living expenses other than meals will be authorized only for trips lasting overnight or longer.

Telephone calls pertaining to ABC Board business are reimbursable. Personal calls are not reimbursable.

Employees and Board Members will be expected to commence to return to Johnston County as soon as practical after the conclusion of their business.

No reimbursement will be paid without a receipt. All claims must be signed by the employee or official.

Reimbursement expenses are not allowed for family members or other persons who are not employed by the Johnston County Board of Alcoholic Control.

(This policy was adopted on April 10, 1997)

Question #8

DISCIPLINARY PROCEDURES

Employees may be suspended, demoted, or dismissed by the General Manager because of failure in performance of duties or failure in personal conduct.

An employee may be dismissed by the General Manager if he or she fails to perform work up to the standards of the classifications which he or she holds or is guilty of any of the following:

- No employee shall be under the influence;
- Misuse of ABC funds or dishonesty
- Fraud in securing appointment
- Incompetence
- Inefficiency
- Inexcusable neglect of duty
- Physical or mental disability
- No employee shall illegally possess any controlled substance
- No employee shall ingest any controlled or other dangerous substance, unless prescribed by licensed medical practitioner.
- Inexcusable absence without leave
- Discourteous treatment of the public or other employees
- Willful disobedience
- Improper political activity
- Misuse of public property
- Refusal to take a polygraph test (effective September 13, 1982)
- Entering ABC Stores after closing hours; if an emergency exists, the ABC office personnel shall be called
- Selling liquor to a person intoxicated
- Selling liquor to minors
- Selling liquor to any person on credit
- Purchasing liquor with a personal check
- Purchasing liquor except from another employee who is on duty at the time.
- Borrowing funds from the change fund or store fund or cashing a personal check from ABC funds.

ACCEPTANCE OF GIFTS AND FAVORS

No official or employee of the ABC system will accept any gifts whether in the form of service, loan, thing, or promise, from any person who to his knowledge is interested directly or indirectly in any manner whatsoever in business dealing with the ABC System.

Nor shall any official or employee accept any gift, favor, or thing of value that may tend to influence the employee in the discharge of his duties; or

Grant in the discharge of the employee's duties any improper favor, service, or thing of value.

It is the consensus of the Board Members that an occasional meal with industry members and/or accepting novelty advertising items are a part of doing business and have never been viewed as gifts to influence buying patterns of the Johnston County ABC System.

Store employees are not to except any gift, favor, or thing of value from any distiller representative.

Adopted on June 13, 1996.

Question # 11

LIMITATION OF EMPLOYMENT OF RELATIVES

Two members of an immediate family shall not be employed in the same administrative department or store at the same time. The term "immediate family" shall be understood to refer to that degree of closeness of relationship which would suggest that problems might be created within the work unit, or that the public's philosophy or fair plan in providing equal opportunity for employment to all qualified individual would be violated. Immediate family is defined as wife, husband, mother, father, brother, sister, daughter, son, grandmother, grandfather, grandson, and granddaughter. Also included are the step, half and in-law relationships as appropriate bases on the above listing. It may also include others living within the same household or otherwise closely identified with each other as to suggest difficulty may develop.

**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 Jones County ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 8
other 3

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 James E. Cejka, Jr. TITLE Supervisor
SALARY \$ 29,832.00 BONUS \$ --- BENEFITS Yes No HIRE DATE 3-8-88

NAME Amos L. Andrews, Jr. TITLE clerk
SALARY \$ 18,198.47 BONUS \$ --- BENEFITS Yes No HIRE DATE 10-31-05

NAME Linda T. Hill TITLE part-time clerk
SALARY \$ 14,282.79 BONUS \$ --- BENEFITS Yes No HIRE DATE 1-22-07

NAME Arita Brown TITLE part-time clerk
SALARY \$ 13,047.34 BONUS \$ --- BENEFITS Yes No HIRE DATE 8-9-03

NAME Kathleen Corey TITLE part-time clerk
SALARY \$ 11,856.14 BONUS \$ --- BENEFITS Yes No HIRE DATE 7-19-06

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

NAME James E. Cejka, Jr. TITLE supervisor (as of 12-24-07)
SALARY \$ 27,956.00 BONUS \$ --- BENEFITS Yes No HIRE DATE 3-8-88

NAME Amos L. Andrews, Jr. TITLE warehouseman / clerk
SALARY \$ 17,775.90 BONUS \$ --- BENEFITS Yes No HIRE DATE 10-31-05

NAME Haywood A. Jones TITLE supervisor (retired - 12-23-07)
SALARY \$ 15,846.40 BONUS \$ --- BENEFITS Yes No HIRE DATE 10-9-78

NAME Linda T. Hill TITLE part-time clerk
SALARY \$ 12,155.57 BONUS \$ --- BENEFITS Yes No HIRE DATE 1-22-07

NAME Kathleen Corey TITLE part-time clerk
SALARY \$ 12,993.94 BONUS \$ --- BENEFITS Yes No HIRE DATE 7-19-06

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

NAME Haywood A. Jones TITLE supervisor
SALARY \$ 29,525.60 BONUS \$ --- BENEFITS Yes No HIRE DATE 10-9-78

NAME Amos L. Andrews, Jr. TITLE warehouseman / clerk
SALARY \$ 16,816.00 BONUS \$ --- BENEFITS Yes No HIRE DATE 10-31-05

NAME Anita B. Brown TITLE Part-time clerk
SALARY \$ 12,472.75 BONUS \$ — BENEFITS Yes No HIRE DATE 8-9-03

NAME Pamela L. Robinson TITLE Part-time clerk
SALARY \$ 9,217.25 BONUS \$ — BENEFITS Yes No HIRE DATE 5-10-05

NAME Kathleen Corey TITLE Part-time clerk
SALARY \$ 8,256.48 BONUS \$ — BENEFITS Yes No HIRE DATE 7-19-06

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

Health insurance (Cejka, Andrews), retirement (all)

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

Luther Cox - 960.00 ; James Harper - 600.00 ;
Herbert Sanderson - 600.00

Fiscal Year 2008

Luther Cox - 960.00 ; James Harper - 600.00 ;
Herbert Sanderson -

Fiscal Year 2007

Luther Cox - 960.00 ; James Harper - 600.00 ;
Herbert Sanderson - 600.00

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? 2003 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? _____ 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? 2003 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 James Cejka Title: Supervisor Date: 12-2-09

CONVENTIONS

The Jones County Alcoholic Beverage Control Board is a member of the North Carolina Alcoholic Board Association as well as the National Alcoholic Beverage Control Association. These groups sponsor periodic meetings, conferences and conventions which representatives from Jones County Board may attend.

Any Board member, the Supervisor and any employees approved by the Board will be eligible to attend such aforementioned meetings. Spouses of Board members and the Supervisor shall be included with the approval of the appointing authority.

The Board shall pay travel expenses as follows:

1. Mileage reimbursement for automobile travel at a rate of 31.5 cent per mile;
2. Round trip airfare at coach rates - all

- reservations to be made in advance taking advantage of all possible discount benefits - Super Saver, ect;
3. Registration expenses including all official functions of each meeting;
 4. Meal expenses for three (3) meals a day (including travel days) except for meals included as convention functions which have been prepaid;
 5. Lodging - Accommodations for all attending shall be as similar as possible. Reservations shall be made through the ABC office at the earliest possible time after notification of conferences;
 6. No alcoholic beverages, personal phone calls, extra optional recreational fees shall paid for by the Jones County ABC Board.
 7. Perdiem limits may be imposed before each

such gathering by the Board. Whenever an employee's participation is approved the Board will pay expenses for the employee in attendance.

Board members and any employees attending conventions shall attempt to participate in and benefit from all aspects of those conventions. Board members and employees shall conduct themselves with utmost decorum being always mindful that they are representatives of the Jones County ABC system.

MANAGER / EMPLOYEE MEETINGS

Regular monthly manager's meeting shall be conducted by the Supervisor with Board members invited to attend.

Employee meeting shall also be held for all systems employees.

BOARD / EMPLOYEE RELATIONS

ARTICLE IV

THE SALARY PLAN

Section 1. Coverage of Salary Plan . A "Schedule of Salary Ranges" shall be the salary plan of the Board. The salary plan shall include all full time classes of positions in the classification plan.

Section 2. Maintenance of Salary Plan. The Board shall be responsible for the administration and maintenance of the salary plan. Each year the Supervisor shall secure information concerning the general level of salaries paid and fringe benefits provided in private industry in the area, the salaries paid and fringe benefits provided comparable municipal, county and state employees, and any change in the cost of living in the area during the fiscal year. The Board shall conduct continuing studies of the internal relationships between classes in order to reduce or eliminate inequities between classes of positions. Based on its

studies and the general financial conditions, the Board shall make such increases, reductions, or amendments of the salary plan.

section 3. Transition To New Salary Plan. The following three (3) principle shall govern the transition to a new salary plan.

- a. No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- b. All employees being paid at a rate lower than the minimum rate established for their respective classes shall have their salaries raised to the new minimum for their salaries raised to the new minimum for their classes.
- c. All employees being paid at a rate above the maximum rate established for their respective class shall remain at their present salaries.

Section 4. Entrance at the Minimum. Each new employee shall be appointed at the classification in which

has been established for the classification in which he or she is employed except: (1) if the new employee does not meet the minimum requirements of the position and qualified applicants for the position are not available, the Board may designate the employee as a "trainee" to be appointed at a salary below the minimum; (2) when the Board shall determine that there has been a demonstrated inability to recruit at the minimum salary or that an applicant possesses exceptional qualifications, it may authorize the employment of an applicant at a higher rate than the minimum in the salary range.

Section 5. Salary to a Trainee. A new employee who does not meet all of the established qualifications for a position may be appointed with the approval of the Board at a training salary below the minimum salary established for the position. The employee shall continue to receive a reduced salary during a probationary period until the Supervisor with the approval of the Board shall determine

that the trainee is qualified to assume the responsibilities of the position, or until the end of that probationary period when the employee is either discharged or moved to a listed rate in the salary range established for the position.

Section 6. Earned Salary Increases. Salary increase above the minimum established for such class of positions shall be granted only in recognition of superior or improved performance. The Board may each year provide funds for earned salary increments. In so far as practicable, each department shall receive a share of the salary increment funds which is in proportion to the department's share of the total salaries paid employees eligible for salary increments in all departments. Salary increments shall be effective only upon the recommendation of the Supervisor and with the approval of the Board.

Section 7. Salary of Reclassified Employee. An employee whose position is reclassified to a class having a higher pay range may receive the same salary or may

receive a salary increase, or may receive an increase to the minimum step for the new salary range, whichever is higher. An employee whose position is reclassified to a class having a lower pay range shall not receive a reduction in salary as a result of the reclassification.

Section 8. Salary of Promoted Employee. An employee promoted to a position in a class have a higher pay range may receive a salary increase, or an increase to the minimum step of the new salary range, whichever is higher. If an employee fails to complete successfully his or her probationary period following promotion, he or she may be reinstated in a position in the same class at this former salary.

Section 9. Salary of Transferred Employee. The salary of an employee reassigned to a position in the same class or to a position in a different class with the same salary range shall not be changed by the reassignment.

Section 10. Salary of Demoted Employee. The salary

of an employee demote to a position in a class with a lower salary range shall be adjusted to the maximum of the new range or to five (5) percent below his or her former salary, whichever is lower.

Section 11. Salary of a Part - time Employee. The pay plan established by this resolution is for full - time service. An employee may be appointed for less than full - time service shall be paid at an hourly rate approved by the Board.

Section 12. Pay Periods. All employees shall be paid biweekly on Friday for service for the previous two (2) weeks. A pay period begins on Monday.

Section 13. Effective Date of Salary Adjustments. Salary adjustments approved after the first working day of a pay period adjustment must be noted on the employee's personnel record and given to the employee in writing.