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NOV 30 2009

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

NC ABC COMMISSION

Name of ABC System High Point ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 25 part-time 9
other 5 Board Members

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 Rosalind Stewart TITLE General Manager
SALARY \$ 72,250.08 BONUS \$ 1825.00 BENEFITS Yes No HIRE DATE 01/23/06

NAME Henry Clodfelter TITLE Operations Manager
SALARY \$ 53,280.30 BONUS \$ 4002.00 BENEFITS Yes No HIRE DATE 06/05/80

NAME Harold Spainhour TITLE Store Manager
SALARY \$ 50,028.00 BONUS \$ 3771.90 BENEFITS Yes No HIRE DATE 03/02/81

NAME Cynthia Settimo TITLE Deputy Finance Director
SALARY \$ 43,392.00 BONUS \$ 1078.80 BENEFITS Yes No HIRE DATE 03/17/08

NAME Christopher Souther TITLE Operations Manager
SALARY \$ 39,642.00 BONUS \$ 1346.10 BENEFITS Yes No HIRE DATE 09/01/03

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

NAME Rosalind Stewart TITLE General Manager
SALARY \$ 69,166.72 BONUS \$ 1750.00 BENEFITS Yes No HIRE DATE 01/23/06

NAME Henry Clodfelter TITLE Operations Manager
SALARY \$ 51,511.52 BONUS \$ 3,885.30 BENEFITS Yes No HIRE DATE 06/05/80

NAME Harold Spainhour TITLE Store Manager
SALARY \$ 48,434.00 BONUS \$ 3,653.10 BENEFITS Yes No HIRE DATE 03/02/81

NAME Lisa Warren TITLE Deputy Finance Director
SALARY \$ 36,692.18 BONUS \$ 1,267.80 BENEFITS Yes No HIRE DATE 11/01/06

NAME Christopher Souther TITLE Operations Manager
SALARY \$ 36,952.00 BONUS \$ 931.20 BENEFITS Yes No HIRE DATE 09/01/03

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

NAME Rosalind Stewart TITLE General Manager
SALARY \$ 63,374.92 BONUS \$ 1,625.00 BENEFITS Yes No HIRE DATE 01/23/06

NAME Henry Clodfelter TITLE Store Manager
SALARY \$ 45,311.42 BONUS \$ 3680.10 BENEFITS Yes No HIRE DATE 06/05/80

NAME Harold Spainhour TITLE Store Manager
SALARY \$43,304.20 BONUS \$3529.80 BENEFITS Yes No HIRE DATE 03/02/81

NAME Michael Cox TITLE Store Manager
SALARY \$39,219.60 BONUS \$2516.40 BENEFITS Yes No HIRE DATE 01/01/91

NAME Homer Watkins TITLE Senior Clerk
SALARY \$36,382.50 BONUS \$2965.00 BENEFITS Yes No HIRE DATE 06/05/78

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

David Wall, Chairman- \$2,400.00 Board Memebers: Elizabeth Koonce, James Tanner, Vickee Armstrong and Leah Price \$1,200.00 each

Fiscal Year 2008

David Wall, Chairman- \$2,400.00. Board Memebers: Elizabeth Koonce, James Tanner, Vickee Armstrong and Leah Price \$1,200.00 each

Fiscal Year 2007

David Wall, Chairman- \$2,400.00. Board Members Elizabeth Koonce and James Tanner \$1,200.00 each, Vickee Armstrong \$300.00, Leah Price \$200.00

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? _____ 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. N/A

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No N/A Please see "Employee Responsibilities Concerning Gifts" Policy.

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

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? \$ 1,019.55

Submitted by Name [Signature] Title: General Manager Date: 11/25/2009

Benefits Paid by High Point ABC Board

Health	100% of Employee
Dental	50% of Employee
401K	6% of employees gross wages
State Retirement	As mandated by the NC State Retirement Fund

#7 **Policy Concerning Personnel/Travel**

High Point ABC Board reimburses employees and Board members for the following authorized expenses required outside normal daily expenses.

Travel required beyond daily travel to and from any HPABC store or facility – Mileage paid at a rate equal to the published IRS guidelines.

Room

Registration Fees

Meals

Miscellaneous Expenses

TRAVEL EXPENSE

At this time The Board provides stores #1, #3, #5, #6 and #7 to receive an amount, to be determined by the General Manager, quarterly to cover any mileage and gas costs while running errands for the ABC System.

#9 **Employee Responsibilities Concerning Gifts**

No employee or Board member may accept directly or indirectly from any alcoholic beverage distributor or representative any gifts or gratuities of any kind having any monetary value; except, however, the General Manager may at his discretion, accept at the general office for distribution to the employees customary advertising items such as pens, ash trays, lighters, scratch pads, etc. In no event shall any gift exceed \$25.00 retail value or be accepted at individual stores. In addition to the above, all tips or gratuities should be discouraged if at all possible by every employee. No exceptions will be made to this policy unless approved by the Board.

#11 **Limitations on Employment of Relatives**

We do not employ members of your immediate family. If a question should arise concerning eligibility for employment, you may inquire at the office. Failure to disclose relationship with an employee of The Board may result in immediate dismissal (see Dismissal Policy).

#12 **Salary Plan**

The rate of pay for each job classification is determined on the basis of periodic wage surveys of the salaries paid by other employers in this area for similar types of work. This information along with a comparison of other benefits is considered before salary ranges are established and revised by the General Manager and the ABC Board. All salary information is confidential and should not be shared with fellow co-workers. Violation of this policy may result in disciplinary action including dismissal.

Starting Salary

New employees are usually paid at the beginning rate of the salary range assigned to their classification. The salary range for any given job classification varies based on experience.

Probationary Period

During the first year of full-time employment, all employees are in a probationary period. During this period, employees are given an opportunity to demonstrate proficiency in the required duties of the appointed position. A probationary period may be extended by an Operations Manager or the General Manager. A determination of an employee's inability to perform to a level of satisfaction may be made at any time during the employee's employment. During the probationary period, an employee's supervisor will evaluate your performance (see Performance Reviews).

Earned Salary Increments

Salary increases above the beginning salary shall be granted only in recognition of satisfactory service and improved performance. The General Manager shall report salary increases as they are granted by the ABC Board.

Performance Reviews

Performance reviews are made on all ABC employees by immediate supervisors or management staff. Such review reports are the basis for merit salary increases. New employees will be reviewed after thirty (30) and ninety (90) days of employment. After the completion of one year of employment, a final "new employee" performance review will be made. After the first year of employment, performance reviews will be completed annually for each employee.

Salary Increases

There are two ways that you can earn a salary increase. The first is to qualify for a merit increase on your present job by effective performance. Merit raises are based on your performance review(s)

The second way you may earn a salary increase is by promotion from your present job to one with greater responsibility and higher pay. *You can do this by getting any needed training, by learning all you can about your present job, and by giving your best to the job you now have.* After earning a promotion, you may qualify for additional merit increases.

Promotion

It is the policy of the ABC Board to fill job vacancies, where possible, by promotion from within the organization. Among the factors considered for those interested in promotion are the length of service from the last date of hire, knowledge, training, ability, skill, efficiency, and attendance record. Where all factors are relatively equal, length of continuous service shall have precedence.

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28 2008

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NC ABC COMMISSION

Name of ABC System Highlands ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 4 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 Sandra Baty TITLE Manager
SALARY\$ 44,312 BONUS \$ 500 BENEFITS Yes No HIRE DATE 1/13/87

NAME Lisa Talley TITLE Bookkeeper/Clerk
SALARY\$ 33,012 BONUS \$ 500 BENEFITS Yes No HIRE DATE 7/20/98

NAME Alvin Keener TITLE Clerk
SALARY\$ 29,599 BONUS \$ 400 BENEFITS Yes No HIRE DATE 4/02/08

NAME Steve Senterfit TITLE Clerk - Part-Time
SALARY\$ 3,436 BONUS \$ 200 BENEFITS Yes No HIRE DATE 11/13/01

NAME David Buck TITLE Clerk
SALARY\$ 30,207 BONUS \$ 500 BENEFITS Yes No HIRE DATE 8/22/91

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

NAME Sandra Baty TITLE Manager
SALARY\$ 39,769 BONUS \$ 250 BENEFITS Yes No HIRE DATE 1/13/87

NAME Lisa Talley TITLE Bookkeeper/Clerk
SALARY\$ 26,846 BONUS \$ 250 BENEFITS Yes No HIRE DATE 7/20/98

NAME Alvin Keener TITLE Clerk
SALARY\$ 5,857 BONUS \$ -0- BENEFITS Yes No HIRE DATE 4/02/08

NAME David Buck TITLE Clerk
SALARY\$ 32,055 BONUS \$ 250 BENEFITS Yes No HIRE DATE 8/22/91

NAME Stephen Senterfit TITLE Clerk - Part-Time
SALARY\$ 3,861 BONUS \$ 150 BENEFITS Yes No HIRE DATE 11/13/01

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

NAME Sandra Baty TITLE Manager
SALARY\$ 38,139 BONUS \$ 200 BENEFITS Yes No HIRE DATE 1/13/87

NAME Lisa Talley TITLE Bookkeeper/Clerk
SALARY\$ 24,928 BONUS \$ 200 BENEFITS Yes No HIRE DATE 7/20/98

NAME David Buck TITLE Clerk
SALARY \$ 31,293 BONUS \$ 200 BENEFITS Yes No HIRE DATE 8/22/91

NAME Stephen Senterfit TITLE Clerk Part-Time
SALARY \$ 8,416 BONUS \$ 100 BENEFITS Yes No HIRE DATE 11/13/01

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. RET.
HEALTH
401K - EMPLOYEE PAYS
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Georgia C Sanders-\$1125 , Michael S Thompson-\$1125
William D Wilkes-\$2250

Fiscal Year 2008
Georgia C Sanders-\$450 , David L Rogers-\$450
William D Wilkes-\$1500 , Michael S Thompson-\$900

Fiscal Year 2007
David L Rogers-\$900 , Michael S Thompson-\$900
William D Wilkes-\$1500 , Georgia C Sanders-\$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? 7/06 Please attach a copy. LAST PAGE
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. PG. 15-16, 5-6
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. PG. 17-18
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? 593

Submitted by Name Sandra Baty Title: Manager Date: 11/20/09

TOWN OF HIGHLANDS ALCOHOLIC BEVERAGE CONTROL BOARD

PERSONNEL RESOLUTION

CHAPTER 1

BE IT RESOLVED by the Town of Highlands Alcoholic Beverage Control Board that the following rules and regulations shall govern the appointment, promotion, demotion, dismissal, and conditions of employment of the employees of the Town of Highlands Alcoholic Beverage Control Board.

ARTICLE I

GENERAL PROVISIONS

Section 1. Town of Highlands Alcoholic Beverage Control Board consisting of a chairman and two board members has been established to control the importation, sale, and distribution of alcoholic beverages in the Town of Highlands. The board has the functions, duties, and powers described in its enabling legislation and General statutes, Chapter 18B. The board shall comply with all requirements of Federal, state and local laws. The board shall adopt regulations governing the operation of the ABC Store and the enforcement of alcoholic beverage control laws subject to the approval of the Alcoholic Beverage Control Commission. The board shall appoint a general manager to oversee the daily operations of the ABC Store.

SECTION 2. EQUAL OPPORTUNITY EMPLOYMENT. All appointments and promotions of employees shall be made solely on the basis of merit and fitness. Employment practices shall at all times adhere to the laws guaranteeing equal employment opportunities to all persons without regard to race, creed, color, sex, age or national origin.

SECTION 3. RESPONSIBILITY OF GENERAL MANAGER. The General Manager of the Town of HIGHLANDS ABC BOARD shall be responsible for the management of the personnel policies and rules, which apply to all appointed employees. All matters dealing with personnel shall be routed through the General Manager who shall maintain proper personnel files and records.

SECTION 4. Employees Subject to Resolution. The provisions of this resolution shall be applicable to all full-time employees. The employment of part-time and temporary employees shall be governed by this Resolution to the extent that it is applicable and by such other regulation as are adopted by the Board upon the recommendations of the General Manager.

ARTICLE II

Salary Plan

Section 1. Maintenance of the Salary Plan. The Board shall be responsible for the administration and maintenance of the salary plan. Each year the General Manager may be asked to secure information concerning the general level of salaries paid to Highlands ABC Board employees and any change in the cost of living in the area during previous year. Based on its studies and the general financial conditions, the Board shall make such increases, reductions, or amendments of the salary plan as it deems necessary to maintain the fairness and adequacy of the salary plan. The salary plan should be kept on file in General Manager's office.

SECTION 2. Salary of Part-time Employees. The pay plan established by this Resolution is for full-time service. An employee may be appointed for less than full-time service but shall be paid at an hourly rate approved by the board.

SECTION 3. Pay Period. All employees shall be paid weekly. Payday shall be on Monday of each week. The work week shall be from Monday through Saturday.

SECTION 4. Salary Increases. Salary increases shall be granted in recognition of superior or improved performance. Salary increases shall be effective upon recommendation of General Manager or ABC Board, and with the approval of the board. Salary increases will be considered on an annual basis.

ARTICLE III

Appointment

SECTION 1. Appointments. The General Manager shall be responsible for recruiting and/or employing such employees as authorized. After reviewing qualifications and experiences of the applicant, the General Manager shall assign the position and salary of the new or promoted employee, subject to board approval.

SECTION 2. Qualification Standards. Employees shall meet the employment standards established by the Board and/or such other reasonable minimum standards as may be established by the General Manager.

SECTION 3. Limitation on Employment of Relatives. Two members of an immediate family shall not be employed at the same time. Immediate family shall be defined as (husband, wife, father, daughter, son, sister, brother, half-sister, half-brother, stepmother, stepfather, stepdaughter, stepson, stepsister, stepbrother, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law).

SECTION 4. Probationary Period. All appointments to full-time positions shall be for probationary period of three (3) months. Before the completion of the probationary period, the General Manager shall report to the Board.

- (a) that he/she has discussed the new employee's progress (strengths, failures, and weaknesses) with the new employee and
- (b) whether the employee is performing satisfactory work,
- (c) whether the employee probationary period should be extended three months
- (d) whether the employee should be discharged, or
- (e) whether the employee should be retained.

If retained, the employee shall be considered a full-time employee. An employee may be dismissed during the probationary period at any time if the General Manager believes that the employee is not capable of doing his assigned duties.

SECTION 5. Reinstatement. An employee, who has been separated because of reduction in work force or who has resigned while in good standing, may be reinstated. The reinstated employee shall not receive credit for any previously accrued sick leave.

ARTICLE IV

Disciplinary Procedures

Section 1. Demotion. Any employee whose work in his present position is unsatisfactory may be demoted by the General Manager.

Section 2. Non-disciplinary Suspension. During the investigation, hearing, or trial of an employee on any criminal charge, or during the course of any civil action involving alleged moral turpitude by an employee, the General Manager may suspend the employee without pay for the duration of the proceedings as a non-

disciplinary measure. If the suspension is terminated by full reinstatement of the employee, the ABC Board may authorize full or partial recovery of pay and benefits for the period of suspension.

Section 3. Disciplinary Suspension. An employee who has engaged in misconduct of the types specified in Section 4 may be suspended of all duties and responsibilities and shall receive no compensation for the period of suspension.

Section 4. Dismissal. An employee whose work is not satisfactory shall be advised in writing in what way his work is deficient and what he must do if his work is to be satisfactory. An employee may be dismissed if he fails to perform work up to the standard of classification which he holds or is guilty of any of the following acts which are deemed to be serious failures in personal conduct or performance of duties.

- (a) Willful disregard of the published policies of the Alcoholic Beverage Control Commission.
- (b) Willful disregard of published policies of the Highlands ABC Board.
- (c) Violation of ABC laws.
- (d) Reporting to work under the influence of alcohol or drugs.
- (e) Immoral conduct or criminal acts unbecoming an ABC employee.
- (f) Insubordination
- (g) Inefficiency, incompetence or negligence.
- (h) Physical or mental incapability.
- (i) Careless or improper use of ABC Board property
- (j) Failure to work well with or discourteous treatment of public or other employees.
- (k) Absence without approved leave.
- (l) Habitual, improper use of sick leave
- (m) Habitual tardiness
- (n) Conviction of a felony, or misdemeanor involving moral turpitude
- (o) Dishonesty

- 6.
- (p) Improper use of merchandise or funds.
 - (q) Falsified information to secure job.
 - (r) Possession of unauthorized weapons while on the job
 - (s) Betrayal of confidential information from official records.
 - (t) Engaging in political activity while on duty.
 - (u) Any other misconduct which interferes with the efficient operation of the ABC system.

When an employee is discharged, the General Manger shall immediately provide the discharged employee with a written notice of the discharge indicating the effective date and the reasons for discharge.

SECTION 5. Investigation of Employees. The Board and General Manager reserve the right to conduct such investigation of suspected wrong-doing on the part of any employee by the use of a host of investigative techniques including, but not limited to, polygraph examination and voice stress analysis of any employee. Failure to cooperate with any investigation initiated by the Board or General Manager will be grounds for dismissal.

SECTION 6. Reduction in Force. In the event that a reduction in force becomes necessary, consideration will be given to the quality of each employee's past performance and the needs of the ABC Board as well as seniority in determining those employees to be retained.

SECTION 7. Right of Appeal. Any employee suspended or dismissed may appeal to the ABC Board after notifying the General Manager of his intention to appeal the disciplinary action. The appeal procedure shall be followed as stated in Article V; section 14 entitled "Grievance and Appeal Procedure."

SECTION 8. Terminal Pay. Any employee resigning, terminated, retiring or separated due to lay-off from the Highlands ABC Board shall be paid for any

unused vacation time on a pro-rated basis, depending upon percentage of actual time worked during year, and provided he has six months or more of continuous service and has submitted notice to General Manager at least one week in advance of the effective date of separation. Employees will be paid in full for any unused comp time, since this was time accumulated for hours actually worked. Upon the death of an employee, there shall be paid to his estate a sum equal to amount of unused leave.

ARTICLE V

Conditions of Employment

SECTION 1. Applicability of Article. The provisions of this Article shall be applicable to all employees of the Highlands ABC Board. The benefits provided by this Article shall be for full-time employees.

SECTION 2. Work Schedule. The standard work week in the Town of Highlands ABC system for all employees including the General Manager is 40 hours per week. However the Manager is expected to work those hours necessary to fulfill their duties. Compensatory time shall be applied when exceeding the 40 hour week.

SECTION 3. Overtime. The General Manager shall arrange the work schedules of employees so as to accomplish duties required within the standard workweek. Employees shall be required to work overtime only in emergencies. Overtime work shall be considered work performed by an employee who exceeds the established workweek of the employee. Employees shall be paid time and one half for hours worked over 40 hours in one week. Employees may elect to choose comp. Time in lieu of pay for overtime hours worked.

SECTION 4. Time Sheets. In order to obtain necessary statistical data and payroll information required by the Federal Wage and Hour Law, all employees are required to record working hours by the use of time cards. No employee is authorized to log in or out for another employee. Any employee that knowingly allows, permits or causes another employee to record his or her working hours for him or her on their time card shall be discharged.

SECTION 5. Holidays. All full-time employees shall receive full pay for the following holidays. Should holiday fall on employees scheduled day off, employee will be allowed to take another day upon approval of General Manager.

- (a) New Years Day
- (b) Independence Day (July 4th)
- (c) Labor Day
- (d) Thanksgiving Day
- (e) Christmas Day
- (f) Easter Monday (store to remain open, employees given option of receiving one day pay or take another day off at a later date).
- (g) Memorial Day (store to remain open, employees given option of receiving one day pay or take another day off at a later date).
- (h) Veterans Day (store to remain open, employees given option of receiving one day pay or take another day off at a later date).

SECTION 6. Vacation Leave. Each full-time employee shall earn vacation time as follows. Vacation leave for the year will be determined by length of service on anniversary date of that year.

1 year service	40 hours
2 years service	80 hours
8 years service	120 hours
15 years service	160 hours

25 years service 200 hours

(A) Vacation will be scheduled so as to accommodate the operational Requirements of the Alcoholic Beverage Control Board and insofar as possible the preference of the employee. Vacation may not be taken before earned.

SECTION 7. Sick Leave. Sick leave benefits are not a right which an employee may demand, but a privilege granted by the Board. Sick leave privileges will apply to all full-time employees. Privileges will be earned as follows:

- (A) First year of employment- Discretion of Board , but less than 10 days
- (B) 1 year of service- 80 hours
- (C) 3 years of service- 120 hours
- (D) 5 years of service- 160 hours
- (E) 10 years of service- 200 hours
- (F) 15 years of service- 320 hours

Accumulated sick leave will be unlimited. You cannot be paid for unused sick leave at the time of separation. However, if you are eligible for retirement at the time of your separation, your accumulated sick leave days will be converted into retirement credits. You will lose any accumulated sick leave if you resign or are dismissed. No employee should be paid for any accrued sick leave.

If you have exhausted all sick leave, you may use vacation leave for sick leave purposes. Leave without pay because of illness begins when all accumulated sick leave is exhausted. Before a member may go on leave without pay, he/she must exhaust vacation leave.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to leave, or not later than two hours after the beginning of the scheduled workday.

In any situation, the Supervisor may require a physician's certificate concerning the nature of the illness and the employee's physical capacity to resume his duties for each occasion on which an employee uses sick leave.

Sick leave may be granted for:

1. Personal illness
2. Exposure to a contagious disease when continuing work might affect the health of others (quarantined)
3. Bodily injury
4. Required physical or dental examinations
5. Examinations or treatment by a physician
6. Illness in the family which requires the care of the employee
7. Sickness or funeral of a member of the employee's immediate family.

IE: father, mother, wife, husband, son, daughter, brother, sister, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandson, granddaughter, half-sister, half-brother, stepmother, stepfather, stepson, stepdaughter, stepsister, and stepbrother. Leave may also be taken for the illness of other dependents living in the employee's household.

SECTION 8. Bereavement Leave. An employee may have up to two (2) days leave at full pay granted when attending the funeral of an immediate family and actual time needed when called upon to be a pallbearer or to attend any other funeral. Additional time to settle affairs of the family may be taken with the approval of the supervisor and should be charged to vacation leave or leave without pay.

SECTION 9. Leave Without Pay. Any eligible employee who has exhausted all sick leave and vacation leave is eligible for up to twelve weeks a year of unpaid leave.

The employee shall apply in writing to the Board for leave and may be carried on the ABC Store's books in a non-pay status during their absence. The employee is obligated to return to duty within, or at the end of, the time determined appropriate by the ABC Board. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation. When on such leave without pay, the employee must assume payment of all ABC paid benefits, including health insurance and neither vacation nor sick leave shall be earned or accrue. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority and pay. If the employee decides not to return to work, the supervisor should be notified immediately.

SECTION 10. Sick Leave as Workmen's Compensation. An employee injured in an accident arising out of and in the course of employment may elect to use his sick leave and/or vacation leave in order to receive the difference between the Workmen's Compensation payment and his regular salary while he is disabled. The employee's sick leave or vacation shall be charged with that fraction of a day, which the supplemental payment is of his daily salary for each day the supplemental payment is made.

SECTION 11. Insurance Program. The board shall make group life and group hospitalization insurance programs available to full-time employees. The board shall absorb the cost of the employee coverage. Any additional coverage on spouse or children will be the responsibility of the employee.

SECTION 12. Local Government Retirement System. Each full time ABC Board employee is required to join the North Carolina Local Government Employees' Retirement System as a condition of employment. Percentages are set and subject to change by the act of legislature or the retirement board.

SECTION 13. Military Leave. Military leave is recognized under the Military Selective Service Act of 1967. Upon request, any full-time employee shall be granted a leave of absence without pay for the period required performing active duty for training or inactive duty training in a reserve component of the Armed Forces of the United States or the National Guard. Such leave of absence shall in no way affect the employee's seniority position or vacation. Accrued vacation may be used if employee so chooses.

SECTION 14. Civil Leave. An employee, who is called for jury duty or as a witness for the Federal or State governments, or subdivision thereof, shall be entitled to leave with pay for such duty during the required absence. He may retain all fees received for jury duty in addition to his regular compensation.

SECTION 15. Grievance and Appeal Procedure. The prompt settlement of misunderstandings or problems on an informal basis at the work level is desirable and in the interests of sound employee-management relations. Whenever an employee considers himself aggrieved, he shall have a right to discuss the matter with his immediate supervisor. A grievance is any cause for dissatisfaction outside an employee's control, which grows out of employment with the Highlands ABC Board. The supervisor shall make every effort to solve the problems or correct the misunderstanding at this initial level. If an informal discussion with the supervisor is unsuccessful in resolving the problem, the employee shall then inform his supervisor that he would like to discuss the problem with the next higher level of authority. In this case being the members of the Highlands ABC Board. The Highlands ABC Board shall have the final administrative authority.

ARTICLE VI

Conflict of Interest and Political Activity

SECTION 1. Outside Employment. The work of The Highlands ABC Board shall have precedence over any other occupation.

SECTION 2. Political Activity Restricted. Every employee has a civil 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 or policies of civic or political organizations in accordance with the Constitution and laws of the United States of America. However no employee shall (1) engage in any political activity while on duty, (2) be required as a duty of his office or employment or as a condition of employment, promotion, or tenure of office, to contribute to, solicit for, or act as custodian of, funds for political or partisan purposes, or (3) coerce or compel contributions by any other employee of the board of funds for political or partisan purposes. Any violation of this section shall be deemed improper conduct and shall subject such employee to dismissal or other disciplinary action by the Board.

SECTION 3. Strikes and Work Stoppages. Strikes and work stoppages by Highlands ABC Board employees will not be permitted. Attempted instigation of, participation in, or giving leadership to a strike or work stoppage shall constitute grounds for disciplinary action up to and including dismissal.

ARTICLE VII

MISCELLANEOUS

SECTION 1. Store Hours. The local ABC board determines individual store hours. However due to state regulations no store may open before 9:00 a.m. nor remain open later than 9:00 p.m.

SECTION 2. Customer Approach. Customers must be waited on promptly and pleasantly. If engaged in other duties at the counter, stop such work when customers enter and be prepared to serve them.

Clerks should give customers their undivided attention. Clerks should not converse with other clerks while serving customers. Should a customer be difficult in his attitude, always remain courteous and patient. Discourtesy for any reason is inexcusable.

SECTION 3. Dress Code. You are expected to present a clean, neat appearance and to conduct yourself with propriety at all times. Clothes should be clean and neatly pressed and presentable to the public. Employees may wear shorts, provided they are neat and knee-length, no cut-offs. Midriff baring and halter tops will not be permitted. T-shirts will not be permitted. Shoes should be kept neat and clean at all times.

SECTION 4. Housekeeping Duties. It is the responsibility of every store employee to do his full share in maintaining top store appearance. This includes stocking and dusting shelves, vacuuming the floors, cleaning windows, sweeping stock room and keeping work center area clean. Also included in these duties is parking lot clean up.

SECTION 5. Use of Alcoholic Beverages. The consumption of alcoholic beverages on the premises is strictly forbidden. Any employee who reports for duty, or in on duty, while showing any evidence of consumption of such beverage shall be immediately suspended from duty, and his future status will be determined after investigation.

SECTION 6. Drug Testing. The General Manager may order an employee to undergo tests for alcohol use, illegal drug or controlled substance use only if he has reason to believe that the employee to be tested is either using alcohol, drugs or

controlled substances on the job or is impaired by the use of alcohol, drugs or controlled substances while on the job.

If the results of the test are positive, the employee, unless his job performance is otherwise unsatisfactory, shall not be dismissed, but shall be placed on probation on the condition that the employee seeks treatment. Upon subsequent drug testing of an employee, the employee may be dismissed if the results of the test are positive. Any employee who refuses to submit to alcohol, drug or controlled substance testing may be dismissed.

SECTION 7. Conduct. Profanity, unbecoming talk or boisterous conduct is prohibited. Smoking will not be permitted inside the store. Persons wishing to smoke must be completely outside the store. Gambling of any type is strictly prohibited while on duty.

SECTION 8. Employee Purchases. Store personnel wishing to make a purchase are to make such purchase through another store employee. A receipt shall be issued and initialed by employee making purchase and employee making the sale. Under no circumstances should any bottles be removed from the ABC store that have not been paid for and properly documented. Any bottles removed from premises without being properly paid for and documented will be considered as employee theft.

SECTION 9. Vendor representatives.(State ABC Board Regulations). Salesmen shall be prohibited from entering any ABC store except for the purpose of making a purchase. In no event shall any salesman visit an ABC store for the purpose of visiting with the store manager or store personnel, nor shall any salesman loiter or loaf in any ABC store, substitute for a clerk or store manager, or in any way promote his merchandise among store personnel at any time. Salesmen shall not contact, either directly or indirectly, or call upon store personnel that is off duty for the purpose of promoting his merchandise. Store managers and store personnel shall be equally guilty of any infraction of this regulation. Salesmen shall

be prohibited from giving whiskey or anything of value to store personnel, including store managers, at any time, and store personnel and store managers shall be equally guilty if they accept gifts, either directly or indirectly, from any salesman. All salesmen should be directed to the General Manager to conduct his business.

SECTION 10. Amounts of Alcoholic Beverages That May Be Sold.

Employees of local ABC Boards are prohibited from selling more than eight liters of spirituous liquor to a person at one time, under G.S. 18B-303.

SECTION 11. Purchase Transportation Permit. With a purchase-transportation permit, a person may purchase and transport an amount greater than the amount specified in G.S. 18B-303. A permit authorizes the holder to transport from the place of purchase to the destination within North Carolina indicated on the permit at one time the following amounts of alcoholic beverages.

- (1) A maximum of 100 liters of unfortified wine
- (2) A maximum of 40 liters of either fortified wine or spirituous liquor, or 40 liters of the two combined
- (3) The amount of fortified wine or spirituous liquors specified on the purchase transportation permit for a mixed-beverage permittee.

A purchase-transportation permit may not be issued to a person who

- (1) Is not sufficiently identified or known to the issuer
- (2) Is known or shown to be an alcoholic or bootlegger
- (3) Has been convicted within the previous three years of an offense involving the sale, possession, or the transportation of non-tax paid alcoholic beverages
- (4) Has been convicted within pervious three years of an offense involving the possession of alcoholic beverages without a permit

SECTION 12. Sale to, or Purchase by a Minor. The Town of Highlands ABC Board considers one of the most important duties of employees is to prevent sales of alcoholic beverages for or by a minor. If in doubt as to age of a customer, employees should always protect themselves by requiring identification and proof of age. The

only acceptable forms of identification are, Passport, Military ID, Drivers License and State Issued ID Card.

If any employee has reason to believe an adult is purchasing alcoholic beverages for an minor, he or she should refuse to sell to the customer. By law an employee can refuse to sell to anyone. This is to protect the employee, and diplomacy and tact should be used in exercising this option.

SECTION 13. Sale to, or Purchase by an Intoxicated Person. A sale to anyone visibly intoxicated is prohibited. Employees must be alert to their responsibility in this respect, and be able to recognize the person who has had too much to drink. Employees should refuse a sale if it could be a violation of the law. A customer should never be accused of being "drunk." Extreme care will be exercised when a sale is refused to a customer in order to prevent public embarrassment of the customer.

SECTION 14. Brand Recommendation. Employees are not to show brand preference in the sale of merchandise. Although preference may not be shown, employees may assist customers who are uncertain of what they want.

SECTION 15. Exchange of Merchandise. Once a customer has left the store with merchandise, it cannot be exchanged. It should be explained that this procedure is for the customer's own protection, that we want everyone to be assured that he is the only one who has ever had that particular bottle out of the store. If, however, there is a complaint against the merchandise, such as "off" taste, bad color, etc..., the customer should be informed that we would have to wait for distiller's decision after analysis, before replacing it. Get their name, address and telephone number.

SECTION 16. Employment of Relatives. No local board shall employ, in any capacity, any person related to a board member, composite board member(GS-18a-16) or member of any other authority which appoints members of the local board by

blood to a degree of first cousin or closer, nor shall the spouse of any board member be employed by the board.

SECTION 17. Confidentiality. Employees are expressly prohibited from giving confidential or other information, records, or printed material pertaining to the Highlands ABC Board operation, to anyone other than ABC Board Members or authorized employees. Employees should also refrain from discussing identity of customers with anyone not employed by Highlands ABC Board.

**HIGHLANDS ABC BOARD
372 OAK STREET
HIGHLANDS, NC 28741
(828) 526-5470**

TRAVEL POLICY

The purpose of this policy is to establish guidelines for reimbursement of expenditures incurred during authorized travel on official business of the Town of Highlands Alcoholic Beverage Control Board, by Board Members and Staff.

Expenses to attend ABC conferences, seminars or other official meetings and other travel on official business will be paid.

Reimbursable expenditures include:

- Hotel/Motel accommodations
- Airline travel
- Meal costs and tips
- Personal use of vehicle reimbursable at standard mileage rate
- Parking and toll fees
- Baggage handling tips
- Conference registration fees and conference related meal fees

If a representative, by choice, stays at a hotel/motel other than the conference site, allowable room expenses shall not exceed the costs at the conference site.

An itemized expense report must be submitted to the Board in a timely manner upon completion of travel.

Any charges incurred by spouse or other person(s) traveling with store representative are not reimbursable.

**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 Hoke County

ABC Employees

1. How many employees does your ABC system have? full-time 1 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 <u>Wayne Ashburn</u>	TITLE <u>Supervisor (Retired Nov 2009)</u>
SALARY \$ <u>13,565.20</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>1990</u>
NAME <u>Mike Summers</u>	TITLE <u>Supervisor</u>
SALARY \$ <u>16,000.40</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>2008</u>
NAME <u>Jerry Jeffries</u>	TITLE <u>Clerk</u>
SALARY \$ <u>4,383.00</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>2008</u>
NAME <u>Lonzell Kelly</u>	TITLE <u>Clerk</u>
SALARY \$ <u>3,950.00</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>2000</u>
NAME <u>Larry Black</u>	TITLE <u>Clerk</u>
SALARY \$ <u>3,155.00</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>1991</u>

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

NAME <u>Wayne Ashburn</u>	TITLE <u>Supervisor</u>
SALARY \$ <u>22,199.80</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>1990</u>
NAME <u>Harley Adams Jr.</u>	TITLE <u>Clerk</u>
SALARY \$ <u>3,676.79</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>2002</u>
NAME <u>Lonzell Kelly</u>	TITLE <u>Clerk</u>
SALARY \$ <u>2,429.29</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>2000</u>
NAME <u>Larry Black</u>	TITLE <u>Clerk</u>
SALARY \$ <u>4,800.29</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>1991</u>
NAME <u>Alton Roberts</u>	TITLE <u>Clerk</u>
SALARY \$ <u>5,908.79</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>2006</u>

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

NAME <u>Wayne Ashburn</u>	TITLE <u>Supervisor</u>
SALARY \$ <u>22,199.80</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>1990</u>
NAME <u>Harley Adams Jr.</u>	TITLE <u>Clerk</u>
SALARY \$ <u>10,476.29</u> BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE <u>2002</u>

A RESOLUTION ADOPTING A
"TRAVEL POLICY"
FOR HOKE COUNTY, N. C.

BE IT RESOLVED by the Board of Commissioners of Hoke County, North Carolina that the following be adopted as the "Travel Policy" of Hoke County, North Carolina and that any motions or resolutions in conflict with this resolution are hereby repealed:

TRAVEL POLICY

- I. Policy Statement: The intent of this policy is to make uniform provision for reimbursement of necessary expenses of specific county employees who are required to travel within or without the county boundaries in the performance of their duties and in the interest of county affairs.
- II. Policy Administration: The respective Office/Agency Heads are responsible for the administration of the provisions of this policy and authorized to approve travel reimbursement except where otherwise stated.
- III. Definitions:
 - A. Necessary Expense - All reasonable charges, incurred by an employee of the county, caused by travel in the interest of the county; including transportation, lodging, meals, and related incidental expenses. It does not include fines, illegal expenses, laundry charges or similar personal expense.
 - B. Mileage Allowance - The amount authorized to be paid on a per-mile basis for travel by privately owned vehicle. The mileage allowance shall be at the rate as allowed by the Internal

Revenue Service. This rate will become effective July 1, 1994.

C. Meals Allowance - Reimbursement for the cost of meals in connection with county business shall be at the following rates: Breakfast \$5.25, lunch \$7.00, and supper \$12.75. The maximum meals allowance for full days of authorized travel shall be \$25.00 per day. This rate to become effective July 1, 1994.

D. Trip Sheet - A form provided for the traveler to fill out upon completion of a specific trip; or trips within a given time period prescribed by the Office/Agency Head; which lists all mileage, private or public transportation, lodging, meals, and other expenses which are reimbursable. When obtainable, receipts are to be attached to and made a part of the trip sheet. The trip sheet form must be approved by the County Manager. Before acceptance for reimbursement, the trip sheet must bear the approving signature of the appropriate Office/Agency Head and the requesting employee.

E. Transportation Cost of Employee - Payment of mileage allowance or actual cost of public transportation as applicable.

IV. Authorized Travel Modes:

A. County-owned Vehicle - This method of transportation is to be used whenever a county vehicle is available. Exact operation expenses may be authorized for reimbursement by the agency Head, in unusual circumstances, where direct credit charges cannot be made to the county and county gas, etc., is not available.

B. Privately-owned Vehicle - When no county vehicle is available, this mode may be used if specifically authorized by the appropriate

Office/Agency Head. Reimbursement for operation expense shall be limited to the mileage allowance.

C. Public Transport - When no county vehicle is available, public transportation may be authorized by the Office/Agency Head, reimbursement shall be for actual cost incurred.

D. Local Travel - County employees, who by the normal nature of their duties, are required to travel regularly within the county and are individually authorized by the appropriate Office/Agency Head, are eligible for reimbursement for transportation expense.

E. Special Local Travel - County employees, who; in the interest of the county, and with Office/Agency Head approval, travel to schools, conferences, meetings, etc, within the county; may be reimbursed for;

- (1) Transportation cost.
- (2) Meals that are in connection with or are a part of the travel, meetings, etc.
- (3) Necessary incidental expenses.

F. Travel Outside the County - Approved travel expenses outside the county for county purposes or purposes in the best interest of the county, for training, conferences, professional meetings, etc. may be reimbursed, to the limits of the policy, for:

- (1) Transportation cost
- (2) Meals
- (3) Lodging
- (4) Necessary incidental costs

G. Extraordinary Travel or Cost - In instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of

the county; the Office/Agency Head may approve reimbursement of actual cost beyond the maximums stated herein. The County Manager shall approve or disapprove all other expense reimbursements not clearly defined in this policy; or which have been questioned.

V. Travel Procedure:

A. The appropriated Office/Agency Head has the responsibility to determine from this policy, and the County Manager, whether the proposed travel is eligible for reimbursement of expenses.

B. The Office/Agency Head must approve or direct the travel and approve the mode of transportation.

C. If the trip is eligible for a travel advance, the employee should make a written request, sufficiently in advance, to allow the request to be processed and a check prepared.

D. Office/Agency Head approves (or disapproves) travel advance request and forwards to Fiscal Officer for payment.

E. Travel is performed.

F. A trip sheet is completed by traveler, approved by the Office/Agency Head and forwarded to Fiscal Officer for settlement.

VI. Travel Advances: For "Travel Outside the County" and "Extraordinary Travel" county employees may receive advance for travel expenses, to avoid personal inconvenience or hardships. The employee must make a request in writing, using the approved trip sheet, estimating the travel cost, to the Office/Agency Head who will approve as being proper under this policy and forward to the Fiscal Officer in sufficient time for processing. The Fiscal Officer will issue a check in the amount at the approved estimate, to the employee.

Immediately upon completion of the travel, the employee will

present an approved trip sheet to the Fiscal Officer and return any money advanced in excess of the actual expenses approved on the trip sheet to the Fiscal Officer. Any amount advanced and subject to return to the county, not promptly refunded may be deducted from pay due the employee.

VII. County-owned Vehicles: All county-owned vehicles will be left at their duty stations during non-working hours except for emergency vehicles. These vehicles can be driven home by assigned personnel. Emergency vehicles are considered to be the following:

A. Emergency Vehicles:

- 1) Sheriff's Vehicles
- 2) Dog Warden
- 3) Emergency Management Director)
- 4) Utility Vehicles on duty
- 5) Economic Developer

B. Administrative Vehicles - These vehicles can be signed out by any department for county business when available.

County vehicles will not be used for personal use. County vehicles will be left at their duty station during lunch when inside the county unless on official business as outlined in Section IV E. Anyone using a county vehicle will be responsible for filling the car with gas and checking the oil (adding, if necessary) before it is turned in. A log sheet will be kept in the vehicle to record the beginning and ending mileage, the user department, where traveled, and the amount of gas and oil used.

C: The use of alcoholic beverages or illegal drugs before or during the operation of a county owned vehicle is absolutely forbidden.

**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 Hyde County ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 2 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 Sandra Gibbs TITLE MANAGER #1 STORE
 SALARY \$ 23,400.00 BONUS \$ NONE BENEFITS Yes No _____ HIRE DATE 4-1989

NAME BRENDA SUE POINTE TITLE MANAGER #2 STORE
 SALARY \$ 20,800.00 BONUS \$ NONE BENEFITS Yes _____ No HIRE DATE 2-2005

NAME KIMBERLY HANSEN TITLE PARTTIME CLERK
 SALARY \$ 8.00 BONUS \$ NONE BENEFITS Yes _____ No HIRE DATE 8-2009

NAME CHARLOTTE SMITH TITLE PARTTIME CLERK
 SALARY \$ 8.00 PER HOUR BONUS \$ NONE BENEFITS Yes _____ No HIRE DATE 11-2004

NAME WENDY CURGANUS TITLE PARTTIME CLERK
 SALARY \$ 8.00 BONUS \$ NONE BENEFITS Yes _____ No HIRE DATE 9-2008
Hourly

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

NAME Sandra Gibbs TITLE MANAGER #1 STORE
 SALARY \$ 23,400.00 BONUS \$ NONE BENEFITS Yes No _____ HIRE DATE 4-89

NAME BRENDA SUE POINTE TITLE MANAGER #2 STORE
 SALARY \$ 20,800.00 BONUS \$ NONE BENEFITS Yes _____ No HIRE DATE 2-2005

NAME CHARLOTTE SMITH TITLE PARTTIME CLERK
 SALARY \$ 8.00 BONUS \$ NONE BENEFITS Yes _____ No HIRE DATE 11-2004

NAME LYNETTE WALLER TITLE PARTTIME CLERK
 SALARY \$ 8.00 BONUS \$ NONE BENEFITS Yes _____ No HIRE DATE 1-2008

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

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

NAME Sandra Gibbs TITLE MANAGER #1 STORE
 SALARY \$ 23,400.00 BONUS \$ NONE BENEFITS Yes No _____ HIRE DATE 4-1989

NAME BRENDA SUE POINTE TITLE MANAGER #2 STORE
 SALARY \$ 20,800.00 BONUS \$ NONE BENEFITS Yes _____ No HIRE DATE 2-2005

NAME Mary Cox TITLE Part Time Clerk
SALARY \$ 8.00 BONUS \$ None BENEFITS Yes ___ No X HIRE DATE _____

NAME Charlotte Smith TITLE Part Time Clerk
SALARY \$ 8.00 BONUS \$ None BENEFITS Yes ___ No X HIRE DATE 11/2006

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
Jay Ktheridge NONE, Carl Classen NONE
Tom Davis, NONE, Scott Bradley, NONE
- Fiscal Year 2008
Tom Davis NONE, Charles Ray Spencer NONE
Carl Classen, NONE, Jay Ktheridge NONE
- Fiscal Year 2007
Tom Davis, NONE, Charles Ray Spencer NONE
Jay Ktheridge NONE, Carl Classen, NONE
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 ___ No X 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 X 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 X
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? 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 2009? NONE

Submitted by Name [Signature] Title: MANAGER Date: 12/3/09

Benefits:

Sandra Gibbs

Health Insurance