

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 CALABASH 129

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 4
 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 MARK BUZZELL TITLE MANAGER
 SALARY \$ 35,400.00 BONUS \$ 400.00 BENEFITS Yes No HIRE DATE 4/28/03

NAME ANTHONY ROWE TITLE CLERK
 SALARY \$ 26,074.50 BONUS \$ 400.00 BENEFITS Yes No HIRE DATE 2/26/07

NAME FRANK BRINDZIK TITLE CLERK
 SALARY \$ 21,124.88 BONUS \$ 400.00 BENEFITS Yes No HIRE DATE 4/3/07

NAME PATRICIA KISEN TITLE CLERK
 SALARY \$ 13,241.58 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 8/1/05

NAME JERRY GAVUNA TITLE CLERK
 SALARY \$ 8,312.02 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 8/22/07

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

NAME BRIAN TAYLOR TITLE MANAGER
 SALARY \$ 28,155.20 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 11/09/92

NAME MARK BUZZELL TITLE CLERK
 SALARY \$ 31,094.15 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 4/28/03

NAME ANTHONY ROWE TITLE CLERK
 SALARY \$ 25,347.65 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 2/26/07

NAME PATRICIA KISEN TITLE CLERK
 SALARY \$ 12,001.03 BONUS \$ 350.00 BENEFITS Yes No HIRE DATE 8/1/05

NAME SUVONNE TIPTON TITLE CLERK
 SALARY \$ 10,006.16 BONUS \$ 350.00 BENEFITS Yes No HIRE DATE 7/30/07

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

NAME BRIAN TAYLOR TITLE MANAGER
 SALARY \$ 40,458.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 11/09/02

NAME MARK BUZZELL TITLE CLERK
 SALARY \$ 28,493.17 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 4/28/03

NAME JOHN ORTON TITLE CLEAN
SALARY \$ 18,077.95 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 5/30/01

NAME PATRICIA KISEA TITLE CLEAN
SALARY \$ 9,306.68 BONUS \$ 350.00 BENEFITS Yes No HIRE DATE 8/1/05

NAME ROBERT McMillion TITLE CLEAN
SALARY \$ 8,415.72 BONUS \$ 350.00 BENEFITS Yes No HIRE DATE 11/14/98

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

HENRY RUTTER \$1296.00 SUZY KING \$972.00
JOHN BOWES DOES NOT ACCEPT BOARD FEES

Fiscal Year 2008
HENRY RUTTER \$1,114.00 SUZY KING \$864.00
JOHN BOWES 864.00

Fiscal Year 2007
HENRY RUTTER \$588.00 SUZY KING \$588.00
JOHN BOWES \$588.00

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.
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? 0

Submitted by Name Maria Russell Title: MANAGER Date: 11/30/09

CAMDEN COUNTY ABC BOARD

P.O. Box 22
CAMDEN, NC 27921
Phone (252) 335-1830

Board Members:

Glenn Carey , Chairman
Charles Walston , Board Member
Wayne Walston , Board Member
Durward Medlin , Supervisor

December 2, 2009

Laurie Lee
Director of ABC Board Audits & Pricing
4307 Mail Service Center
Raleigh, NC 27699-4307

Dear Laurie Lee,

In regards to Chairman Williams survey, I will address items (4 - 14) first.

Item # 4:

Glenn Carey ----- Board Chairman
Charles Walston ----- Board Member
Wayne Walston ----- Board Member (Note: Board Members no relation)

Each Board Member and Board Chairman receives \$75.00 per meeting if they are in attendance.

The Board meets quarterly or as I or they deem necessary. The Chairman and Board Members visit the office and the (2) stores regularly. Last fiscal year the entire Board Members compensation was \$490.00 for a breakdown of (2) Board meetings each member attended for meeting expense of \$450.00 and one Board Member helped to unload the liquor truck on two separate times at \$20.00 each time bringing the total to \$490.00 Board Expense.

Item # 5: No

Item # 6: Unloading liquor truck

Item # 7: No

Item # 8: No

Item # 9: N/A , In the past we have been asked to list a new item and have done so, but have not

on other items because

our system would not justify carrying it. Our system does not have enough sales to justify bribes.

Item # 10: Again we have no ethics policy at this time, however we have " T-C-S-R " . As a matter of record on

November 18, 2009 a liquor salesman bought lunch for himself, me and a clerk. Three meals for less than \$20.00.

He did not receive any benefit in return, nor did I think he wanted any.

We (Supervisor or Board Members) have never been provided an overseas trip, tickets or anything of value.

The Board let me provide at our last RASP meeting a meal for each employee and Wendy Windstead (RASP Instructor) in which 1/2 of our sales force were in attendance. The other 1/2 of our sales force are still waiting for their RASP meeting.

Item # 11: No. Another "T-C-S-R" . The closes thing to nepotism at this ABC Board has been when we unload our liquor trucks. I have had my son and cousins, another employee has had his grandson, and another has had his stepson help unload the trucks.

Item # 12: No. However we generally hire at \$10.00 p/h for new clerks.

Item # 13:}

No. My Board and myself agreed that mileage pay is the most just. I receive mileage pay for transferring

Item # 14:} whiskey from one store to the other store and any other ABC Board business. The rate is \$.505 p/m.

Last years mileage expense was \$708.00. I do not get paid to go back and forth to work.

Now I would like to address items 1 - 3 .

Item # 1 We have (1) full time employee at this time myself with 30 years of service with Camden County ABC Board come February 2010. We have (9) part time employee's. The reason for so many part

time employee's is our
work force is generally older and a couple of years ago we ran into a problem when (2)
employee's were out
sick for a period of time.

Item # 2 As it is my understanding the ABC Board can not pay a bonus to the Supervisor or
employee's. Our Board does
elect to give all employee's an extra \$100.00 pay in December for their work ethic. I
receive the same amount.
This has been done in the past years, however it is always brought up and voted on the
month of December. It
is not a guarantee.

Item # 3 I am the only salaried personnel left at Camden County ABC. I have insurance paid by the
revenues of Camden
County ABC Board. I'm also covered under the NCLG Retirement System. I pay
\$169.73 (6%) per month and the
Board pays \$140.59 (4.97%) per month.

In the past new full time employee's were given (2) weeks sick leave and (2) weeks
vacation time. After 15 years
of service full time employee's were given (2) weeks sick leave and (3) weeks
vacation time. This was the total
amount of time that was given to any employee. Myself, I receive the same after almost
30 years service (3)
weeks vacation, (2) weeks sick leave. At the end of payroll year if an employee did not
use vacation or sick leave
it couldn't be carried over and they were paid for full vacation time and 1/2 sick leave
time. I received in December
2008 pay for all my vacation pay and 1/2 my sick leave pay in the amount of \$3,216.00
gross.

(1) Full time: D. Medlin III "Supervisor" Gross salary for payroll year January 1, 2009 -
December 31, 2009 will be
\$33,945.72.

(4) Part time: W. Forbes ----- \$14.11 ph clerk (No Benefits)
D. Hurdle ----- \$14.11 ph clerk (No Benefits)
L. Torborg ----- \$12.77 ph clerk (No Benefits)
W. Creel ----- \$12.23 ph clerk (No Benefits)

It is my understanding that by NC law it sets that the local governing body makes appointments to the Local ABC Board. Board Members are to oversee the operation of their ABC Stores. I understand that salaries and hourly wages are subject to public disclosure, however I do feel that with the mandated quarter and year end audits there may be some new itemized things that should be included.

With the "PED" study (evidently a big waste of taxpayers money) and some of the past reports you have asked for redundancy has been met to it's fullest. If it wasn't for extra paperwork our jobs would be much less demanding and much more efficient. As for Mr. Williams making \$232,000.00 I find that his board must feel that he is doing the job to support this amount. I would love to have a 14% profit at our small system. I also think New Hanover's appointing authority is pleased to have the profits from their ABC System and the quality of that operation under the guidance of their Board Members and Mr. Williams. The State of NC should also be well satisfied with the funds provided by New Hanover and every system in NC.

In closing I wonder what the State did with the funds that were taken from the ABC Commission on two separate occasions that the ABC Systems generated (Millions of Dollars) ?

On a positive note I would like to thank you and others for the informative monthly reports that have been made available to the local systems, profit reports,ect.

Sincerely,

Durward Medlin III
Supervisor
Camden County ABC Board

**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 CANTON ABC Board #140

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 4
other occasional contract labor

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>DARYL GANSKOPP</u>	TITLE <u>Board Supervisor</u>	Salaried
SALARY\$ <u>45640.09</u> BONUS \$ <u>1000.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/18/1992</u>	
NAME <u>Eugene Grogan</u>	TITLE <u>Shift Foreman/Full Time</u>	Hourly
SALARY\$ <u>15105.15</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/02/2000</u>	
NAME <u>Joan Rymer</u>	TITLE <u>Shift Foreman</u>	Hourly
SALARY\$ <u>13863.98</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>09/14/2000</u>	
NAME <u>Philip Hipps</u>	TITLE <u>Shift Foreman</u>	Hourly
SALARY\$ <u>12740.89</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>04/10/2000</u>	
NAME <u>Paul Hull</u>	TITLE <u>Shift Foreman</u>	Hourly
SALARY\$ <u>11575.20</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>09/07/2004</u>	

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

NAME <u>DARYL GANSKOPP</u>	TITLE <u>Board Supervisor</u>
SALARY\$ <u>41996.34</u> BONUS \$ <u>1000.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/18/1992</u>
NAME <u>Eugene Grogan</u>	TITLE <u>Shift Foreman</u>
SALARY\$ <u>13080.15</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/02/2000</u>
NAME <u>Philip Hipps</u>	TITLE <u>Shift Foreman</u>
SALARY\$ <u>12336.05</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>04/10/2000</u>
NAME <u>Joan Rymer</u>	TITLE <u>Shift Foreman</u>
SALARY\$ <u>11943.38</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>09/14/2000</u>
NAME <u>Paul Hull</u>	TITLE <u>Shift Foreman</u>
SALARY\$ <u>10775.90</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>09/07/2004</u>

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

NAME <u>DARYL GANSKOPP</u>	TITLE <u>Board Supervisor</u>
SALARY\$ <u>36031.21</u> BONUS \$ <u>1000.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/18/1992</u>
NAME <u>Eugene Grogan</u>	TITLE <u>Shift Foreman</u>
SALARY\$ <u>11827.90</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/02/2000</u>

NAME Joan Ruymer TITLE Shift Foreman
 SALARY \$ 10784.80 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 09/14/2000

NAME Philip Higgs TITLE Shift Foreman
 SALARY \$ 10645.34 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 04/10/2000

NAME Paul Hull TITLE Shift Foreman
 SALARY \$ 9022.55 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 09/07/2004

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
Chairman - Elizabeth Crawford \$1800.00 Board Member - Marty Phillips \$900.00
Board Member - Ed Underwood - \$900.00

Fiscal Year 2008
Same as 2009

Fiscal Year 2007
Same as 2008

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

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

7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? 1981 Please attach a copy. Reviewed 2004

8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? 1981 Please attach a copy. Reviewed 2004

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? 1981 Please attach a copy. Reviewed 2004

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? 2004 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? N/A

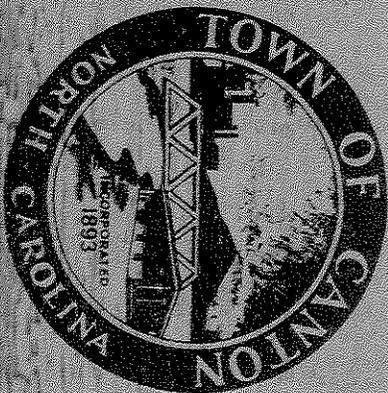
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$4022.00

Submitted by Name Daryl Ganswopp Title: Board Supervisor Date: 11/24/09

Amplifying Information for the Compensation and Benefits Survey

- I. The Canton ABC Board #140 follows the Laws, rules and regulations provided by our higher authorities whether they are Federal, State, Local Government or Board promulgations. Should there be a conflict the Board personnel are to follow the most restrictive promulgations until officially resolved and clarified. (For example, if the Board's written policy is less restrictive on an issue than the Town's policy, we are to follow the town's policy unless otherwise directed in writing by higher authority.)
- II. All employees are hourly except for the Board Supervisor who is salaried.
- III. I have marked "Yes" to benefits for employees on the survey's question #2 since they are receiving retirement benefits regardless of part-time or full-time status as directed by the NC Department of State Treasurer. However, other benefits, such as hospitalization, sick leave, vacation and so forth, are generally provided to full-time employees only.
- IV. On survey question #7 we abide by the travel policies as promulgated by the town. The town is in the process of updating all personnel directives and manuals and the issue has been tabled by the Aldermen on numerous occasions. Now that the Town Board has been replaced in the last elections we hope the new changes will be ordained. In the meantime, enclosed is a copy of the old guidance from the town.
- V. Survey Questions #8 through #12 are addressed in the Canton ABC Board's Personnel manual. Enclosed is a copy of our Personnel Manual. With regard to Questions #8 through #12, since this document is promulgated by the ABC Board for use by the Board employees, Board member ethics are not directly addressed. However, each Board member is provided a copy of the Town's Ethics standards when appointed and the Board Supervisor reviews the applicable paragraphs in NCGS 18B and the Commission's rules and regulations with regard to duties and responsibilities of a new board member upon his or her appointment. Questions #8 through #10 are addressed on pages 16 through 18 of our personnel manual. Question #11 is addressed on page 8 and question #12 is addressed on page 9.

Personnel Rules
And Regulations



Town of Canton
North Carolina

Effective Date 02/11/2004
Confidential

CANTON ALCOHOLIC BEVERAGE CONTROL BOARD #140
PERSONNEL MANUAL

Effective Date 02/11/2004

Confidential

**Canton Alcoholic Beverage Control Board #140
Personnel Manual
Effective February 11, 2004
Supercedes the June 1, 1993 Policy Manual**

William Churm
Board Chairman

Elizabeth Crawford
Board Member

Martin Phillips
Board Member

This policy manual will be revised, modified, deleted from, added to, or superceded as circumstances dictate and policies change. Any portion of this Policy Manual found to be illegal or improper will be changed to meet the appropriate requirements as soon as possible after the problem is determined. The illegality or incorrectness of one portion of this manual does not invalidate other portions of the manual.

By my signature below, I indicate that I have had the opportunity to read and understand the policies of the Canton ABC Board and that I understand my duties and responsibilities.

Date	Signature	Date	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Table of Contents

I. INTRODUCTION	6
ABC BOARD PHILOSOPHY	6
II. EMPLOYMENT PRACTICES	7
EMPLOYMENT POLICY	7
EQUAL EMPLOYMENT OPPORTUNITY	7
PROBATIONARY PERIOD	7
EMPLOYEE CLASSIFICATION	7
EMPLOYEE QUALIFICATION STANDARDS	8
HIRING OF MINORS	8
EMPLOYMENT OF RELATIVES	8
REHIRING OF FORMER EMPLOYEES	8
PROMOTIONS	8
III. COMPENSATION	9
WAGE AND SALARY PROGRAM	9
TIME CARDS AND WORKING HOURS	9
TARDINESS, ABSENTEEISM AND LEAVING WORK EARLY	9
OVERTIME	10
PAY PERIOD AND PAYDAY	10
SALARY DEDUCTIONS	11
ADVANCE PAY	11
FINAL PAYCHECKS	11
IV. BENEFITS	12
VACATION	12
HOLIDAYS	12
SICK LEAVE	13
RETIREMENT	13
HOSPITALIZATION INSURANCE	13
LIFE INSURANCE	14
WORKMAN'S COMPENSATION INSURANCE	14
UNEMPLOYMENT INSURANCE	14
SOCIAL SECURITY	14
BEREAVEMENT LEAVE	14
V. SAFETY	15
ON-THE-JOB INJURIES	15
CUSTOMER/VISITOR ACCIDENTS	15
VI. GENERAL	16
GENERAL STANDARDS OF OPERATIONS	16
ETHICS AND CONDUCT	16
DONATIONS, TIPS AND GRATUITIES	17
DRESS CODE	18
GRIEVANCES	18
RESIGNATIONS	19
HOUSEKEEPING	19
RELEASE OF INFORMATION	19
PARKING AND ENTRANCES	21
SUGGESTIONS AND INCENTIVES	21
VII. JOB CLASSIFICATIONS	22
CLERK	22
I. Job Summary:	22

II. Qualifications:	22
III. Environmental and Special Demands:	22
IV. Job Relationships:	22
V. Job Duties:	22
BOOKKEEPER/CLERK.....	24
I. Job Summary:	24
II. Qualifications:	24
III. Environmental and Special Demands:	24
IV. Job Relationships:	24
V. Job Duties:	24
CLERK/SHIFT FOREMAN.....	27
I. Job Summary:	27
II. Qualifications:	27
III. Environmental and Special Demands:	27
IV. Job Relationships:	27
V. Job Duties:	27

I. INTRODUCTION

ABC BOARD PHILOSOPHY

The Canton ABC Board is a public alcoholic beverage package store created under and by authority of Chapter 18B of the General Statutes of North Carolina, as amended and is subject to such laws and regulations as may from time to time be enacted, and has the authority to do all things as law conferred. It is owned by The Town of Canton and operated by a board appointed by the Board of Aldermen.

The objectives of the Board are:

1. To operate the best package store in Western North Carolina, while abiding by state laws.
2. To provide the people of Canton and Western North Carolina a safe, clean and pleasant environment in which to shop.
3. To provide the widest selection of alcoholic beverages possible within business constraints.
4. To provide services for all people without regard to race, color, creed or economic standing.
5. To furnish the most revenue possible for Alcoholic Rehabilitation, Law Enforcement, Education, the Town of Canton, the Haywood County Government, and the State of North Carolina while operating within the intent and letter of the law.

II. EMPLOYMENT PRACTICES

EMPLOYMENT POLICY

The Canton ABC Board strives to place each employee in a position which best fits his education, experience and preference and one which will provide for individual growth and development. We recognize and respect the individuality and dignity of each employee and treat each employee with courtesy and consideration. We endeavor to provide a safe and congenial working environment and reasonable working schedules with due consideration to the package store needs. Constructive ideas and suggestions are always welcome.

Employment of personnel is a joint function of the ABC Store Manager and the Board. The Manager recruits, screens and interviews applicants, while the final selection is the responsibility of the Board.

All new employees are hired based on qualifications alone.

EQUAL EMPLOYMENT OPPORTUNITY

The Canton ABC Board is an Equal Opportunity Employer and, with respect thereto, it is the policy of the Board to recruit, hire and promote for all job classifications without regard to race, color, religion, sex, age or national origin, except where such consideration is a bona fide occupational requirement.

PROBATIONARY PERIOD

All employees are considered probationary employees during the first ninety (90) days of employment. This trial period allows the employee and the ABC Store Manager to get to know one another better. Termination of employment during this time can be initiated by the employee, store manager or Board without notice and without pay in lieu of notice.

EMPLOYEE CLASSIFICATION

A permanent full-time employee is one who is scheduled to work an average of thirty (30) or more hours per week and has completed the 90-day probationary period.

A permanent part-time employee is one who is scheduled to work an average of at least eighteen (18) hours or more per week and has completed the 90-day probationary period.

A temporary employee is one who is hired for a stated period of time or one who works infrequently on a fill in basis.

EMPLOYEE QUALIFICATION STANDARDS

Permanent full-time employees must fully comply with all job qualifications for the position they hold. Exemptions to this policy may be made on a case by case basis by the manager with the approval of the Board. Such exemptions should be limited to employees with exceptional qualities, extensive experience or outstanding performance who have demonstrated their abilities to fully perform the job.

Permanent part-time and temporary employees are not required to fully comply with all job qualifications for the position they hold. Their efforts toward meeting the job qualifications are strongly encouraged and recommended. Consideration for openings for additional authority and responsibility will be based on level of qualifications as the primary prerequisite. Permanent part-time and temporary employees, however, must meet all qualifications to be eligible for classification as a permanent full-time employee unless specifically exempted by the Board.

HIRING OF MINORS

The hiring of minors is prohibited except for storeroom or office work. All minors hired will be in accordance with North Carolina law and must be at least 18 years of age.

EMPLOYMENT OF RELATIVES

Relatives of Board members will not be employed in accordance with NC State regulations. Relatives of employees may be employed in emergency situations or unusual circumstances as temporary employees. Relatives hired in other categories or for long-term temporary status, that is three months or longer, must be approved in advance by the Board.

REHIRING OF FORMER EMPLOYEES

Former employees who are rehired shall be considered new employees and must complete a 90-day probationary period upon being rehired.

PROMOTIONS

Employees are encouraged to apply for open positions when they feel qualified and ready for new challenges. Job openings will be announced as they occur.

All promotions are based on meeting all job classification requirements, past performance, the ability and potential to assume added responsibility and meeting the needs of the ABC Board. As in hiring new personnel, the best-qualified applicant will be chosen from either within the existing employees or from outside sources.

VI. GENERAL

GENERAL STANDARDS OF OPERATIONS

Each employee shall endeavor to follow all Laws, Regulations and/or guidelines as promulgated or provided by the Federal Government, the State of North Carolina, Haywood County, the Town of Canton, the ABC Board of Directors, and the Manager with respect to the sale of liquor and its associated operations. In case of conflicting guidelines advise higher authority of the conflict(s), the circumstances under which this situation was discovered and what immediate actions were taken, if any, to resolve the conflict.

ETHICS AND CONDUCT

The following is a brief explanation of the Canton ABC Board's policies and procedures regarding the standards and ethics expected of all personnel.

Violations of the following policies will result in immediate dismissal:

1. The consumption of alcoholic beverages by any employee while on ABC Store property (inside or outside the store) is strictly forbidden.
2. Working under the influence of drugs or alcoholic beverages is prohibited unless prescribed by a qualified medical authority. The Board and manager reserve the right to require that medical authority must certify that the substance will not impair the employee's ability to perform his duties and responsibilities.
3. Anyone who attempts to or is discovered to have embezzled company funds will be discharged immediately. Further, anyone who attempts to take or is discovered to have taken ABC Board merchandise or property will be discharged immediately. The ABC Board will prosecute the offender(s) to regain any losses.
4. Any employee detected "buying for cash" unauthorized or authorized merchandise and selling it inside or outside the store will be terminated immediately. (Bootlegging).
5. Accepting gifts, monies or any other compensation from outside sources as it relates to the performance of one's official duties with this ABC Board is prohibited except as permissible by NC ABC Commission Laws, rules and/or regulations. See the Donations, Tips and Gratuities paragraph for amplifying information.
6. Disclosing confidential store information and/or discussing or identifying ABC Store customers with others will be grounds for dismissal.
7. Gambling or allowing gambling on the store premises is prohibited.
8. Soliciting or allowing solicitations of any type on the premises is not allowed.
9. Use of information obtained as a result of official functions for purposes other than intended or allowed by law is strictly prohibited.
10. Discourtesy to a customer will be grounds for dismissal.
11. Store personnel will be required to submit to a polygraph on such occasion as the board directs.
12. Sleeping on the job, loafing or substandard quality and quantity of work will not be tolerated.

Sales:

1. No employee shall sell alcoholic beverages to any person under the legal age of twenty-one (21). If any doubt exists as to age, check identification for proof.
2. All sales of merchandise will be paid for in full and rung up in full on the cash register at the time they are made.
3. No employee will sell alcoholic beverages to any person he/she considers to be in an intoxicated or an impaired condition regardless of the cause of that intoxication or impairment.

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4. Alcoholic beverages will not be sold at any hours other than those prescribed by the ABC Board and in no circumstances prior to 9:00 a.m. or after 9:00 p.m. Monday through Saturday.
5. The sale of alcoholic beverages in excess of 8.0 liters without a permit is prohibited. Employees must obtain one copy of the permit at the time of the purchase.
6. It is unlawful to knowingly allow alcoholic beverages to be purchased for anyone under the age of twenty-one (21) years old.
7. No employee will extend credits or discounts to customers. Absolutely no merchandise will be given away.
8. No employee shall intentionally overcharge a customer.
9. Cash register drawers will be kept closed except when making change or when management is taking the required readings or making cash pickups.
10. No employee will transfer merchandise from one store to another unless explicitly directed to do so by the manager on a case by case basis.
11. All store personnel will immediately pay for any personal purchases of merchandise. Another employee must ring employee purchases up in the cash register. A receipt must be obtained and kept with the employee's purchase until such merchandise has been removed from the store premises.

DONATIONS, TIPS AND GRATUITIES

The North Carolina ABC Commission has issued rules and guidance with respect to the issuance and acceptance of gifts or inducements by industry and ABC system personnel. In keeping with statutes, regulations and guidance provided, no official or employee of the Canton ABC Board shall accept or issue any gift of value, whether in the form of service, loan, thing or promise, from or to any person interested directly or indirectly in doing business with this board. Specifically, no official or employee shall:

1. Accept any gift, favor, promise or thing of value that may tend to influence that employee or official in the discharge of duties.
2. Grant any gift, favor, promise or thing of value in the discharge of duties.

For purposes of definition, a "thing of value or gift" is any gratuity, favor, discount, entertainment, hospitality, loan, tickets or other items having monetary value. This includes services such as gifts of training, transportation, travel services, lodging, entertainment fees and meals. Advertising novelties will not be construed as a "thing of value." Exceptions are as follows:

1. Advertising novelties shall not be construed as a "thing of value". Advertising novelties include, but are not necessarily limited to, disposable lighters, bottle or can openers, caps, hats, t-shirts, pens, umbrellas, key-chains, shot glasses, other glassware, sunglasses or other items bearing advertising material, logos, etc.
2. Officials and employees may accept modest hospitality from industry members and may grant modest hospitality under certain circumstances in keeping with the discharge of their duties. Modest hospitality may include an unsolicited meal and/or participation in social functions at ABC meetings and conferences that may be sponsored by industry representatives.
3. Every official and employee should act with prudence to avoid any conflict or appearance of impropriety. If in doubt, err on the side of caution with the best interests of the store and its reputation in mind.

To avoid questions of impropriety, distillers' representatives shall provide any advertising novelties only to the general manager who will then determine the disposition of these novelties. Any items given by the industry representatives directly to employees shall be construed as an attempt to influence the discharge of duties and should be reported immediately to the management. Further, such activity may be construed to be in direct violation of the State regulations prohibiting industry representative from entering

Confidential

ABC establishments. In accordance with NC State regulations, a distillery or liquor representative is prohibited from entering an ABC Store except for:

1. Calling on the general manager or his designated "buyer" representative.
2. Making a purchase.
3. Destroying and/or witnessing the destruction of unsaleable merchandise and signing the appropriate documentation to that effect.
4. Constructing Point of Sale displays that have been pre-approved by the administration.

Any employee requesting gifts of any sort as defined in this section shall be considered to be in violation of Board policy and may be discharged immediately at the discretion of management.

Every circumstance or situation cannot be explicitly defined and, therefore, may not be expressly forbidden in this policy. The board depends on the judgement and maturity of its employees in carrying out the duties and regulations with regard to the sale and handling of alcoholic beverages. This same expectation applies to this section of personnel policy.

The store manager may accept gifts given to support Alcoholic Rehabilitation and/or Education. The gifts are to be transferred to the proper authorities as soon as reasonably possible.

DRESS CODE

Personal appearance is extremely important in our business. To customers and visitors alike, the employees are the ABC Store. For this reason all employees are expected to keep themselves neat, clean and well groomed at all times.

1. All clothes should be clean and neat in appearance.
2. Leisure or recreational dress and appearance are specifically not allowed. Leisure and recreational dress shall be considered to include but are not limited to tank tops, shorts, swim suits, T-shirts without pockets, cut off pants or jeans, sandals, flip flops, or torn, worn and/or unusually styled clothing. Bare feet, bare midriffs or other displays of the body outside of the customary and standard displays normally expected of a business environment in Western North Carolina in general and Canton, NC in particular will not be acceptable. Should there be a question as to the appropriateness the employee should err on the conservative side. The store manager's decision as to the appropriateness of attire shall be final.
3. Employees may wear old clothes, work jumpers and similar attire while working in the warehouse or stock room. The following restrictions apply:
 - A. Excessively loose clothing that could cause one to trip on something or could lead to injury or damage must not be worn.
 - B. Proper footwear shall be worn to protect from injury.
 - C. Inappropriate dress as defined above shall not be worn.
 - D. This work clothing shall not be worn will serving the public except to relieve a clerk for a short period of time. An example would be to relieve a clerk to allow him to use the rest room facilities.
4. Low-heeled shoes are to be worn.

GRIEVANCES

There may be times when you have a problem or grievance relating to your employment with the ABC Board. We want you to feel free to discuss these matters. Although it is not always possible to arrive

Effective Date 02/11/2004

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Requests from the media or other persons for information concerning store operations should be referred to your store manager. The store manager should check with the ABC Board Chairman before releasing any information.

PARKING AND ENTRANCES

Employees may park in the ABC Store parking lot without charge. On occasion the employees may be requested to park elsewhere to accommodate the level of business desiring to purchase our goods and services. Employees are reminded that vehicles parked in unauthorized areas will be ticketed or towed away at the owner's expense.

All employees are to enter and leave the store via the front doors. Do not use the back door except in case of an emergency.

SUGGESTIONS AND INCENTIVES

Employees are encouraged to submit their ideas and suggestions regarding better ways to do their jobs, improve sales and services to our customers, or increase efficiency and effectiveness of operations. Submit suggestions to the store manager.

Suggestions that improve store operations or reduce expenses may be rewarded appropriately by the manager or the ABC Board at their discretion.

VII. JOB CLASSIFICATIONS

The following classifications and descriptions are partial listings of the functions and duties assigned upon entering employment with the ABC Board. However, additional duties may be assigned or deleted as store operations and requirements change.

CLERK

I. Job Summary:

Performs clerical duties, answers telephone, relays messages, codes merchandise, stocks shelves, assists in inventory management and maintenance, does housekeeping duties as required. Is responsible for accuracy of cash register transactions and accountability of funds.

II. Qualifications:

- A. Education: High school graduation or equivalent.
- B. Training: On the Job training will be provided.
- C. Experience: No previous experience required. However, clerical or retail experience with other types of business is desired.
- D. Affiliation: None.

III. Environmental and Special Demands:

Work is primarily sedentary. Walks about the store and to and from the stock room area. Reaches for and handles bottles, cases of liquor and other supplies. Maximum weight of any single item to be lifted is estimated at fifty (50) pounds. Talking and hearing while serving customers and handling telephone conversations. Requires extreme accuracy in handling funds. Work is mostly inside.

IV. Job Relationships:

Workers supervised: None
Supervised by: Store Manager
Promotion from: This is usually an entry-level position.
Promotion to: No formal line of promotion. May be promoted to shift foreman or bookkeeper if ability is demonstrated and a vacancy exists.

V. Job Duties:

- A. Operates Cash Register
 - 1. Changes register paper.
 - 2. Changes register ribbon.

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3. Records stock numbers in machine.
4. Accepts cash, credit and debit cards, and traveler's checks.
5. Makes change.
6. Is responsible for overages or shortages of cash sales.
7. Is responsible for change fund in till.

B. Cleaning assignments

1. Cleans shelves.
2. Dusts merchandise.
3. Vacuums floors.
4. Cleans windows and doors.
5. Cleans bathroom and break room.
6. Cleans back room.
7. Disposes of trash.

C. Stocking and Receiving

1. Assists in unloading the trucks.
2. Stocks warehouse.
3. Merchandises and stocks shelves.
4. Codes bottles.
5. Changes price tags.
6. Opens boxes.
7. Moves stock from warehouse to store.
8. Disposes of empty boxes and packing materials.

D. Clerical

1. Assists with inventory management and maintenance.
2. Takes cashier readings and reports on cash register.
3. Completes cashier's portion of deposit slips.
4. Assists in accounting for merchandise received.
5. Takes messages and handles telephone calls.
6. Assists customers in locating merchandise.

E. Miscellaneous

1. Performs other tasks and duties as may be assigned from time to time by the store manager.
2. Going to the bank and the post office.
3. Assists in opening and closing the store such as locking doors, closing blinds, turning lights on or off, etc.

BOOKKEEPER/CLERK

I. Job Summary:

Performs all the duties assigned to a store clerk plus receiving, sorting and filing of correspondence, typing and operating a calculator. Assists in banking, inventories and housekeeping duties and is responsible for payroll and payroll records. Reviews invoices, types checks and maintains records of purchases and sales. Responsible for accuracy of fund accounting and bookkeeping records.

II. Qualifications:

- A. Education: High school graduation or equivalent.
- B. Training: Course(s) in accounting, bookkeeping or other related fields.
- C. Experience: No previous experience required. However, bookkeeping or accounting experience with other types of business is desired.
- D. Affiliation: None.

III. Environmental and Special Demands:

Work is primarily sedentary. Walks about the store and office. Walks to and from bank and post office. Reaches for and handles charts, records, reports and files. Operates typewriter and other office machinery and equipment. Talking and hearing on the telephone. Requires extreme accuracy in handling funds and paperwork. Works mostly inside. Subject to call to assist in deliveries and stocking.

IV. Job Relationships:

Workers supervised: None
Supervised by: Store Manager
Promotion from: This is usually an entry-level position. However, may be promoted from store clerk.
Promotion to: No formal line of promotion. May be promoted to shift foreman if ability is demonstrated and a vacancy exists.

V. Job Duties:

- A. Performs all the duties and functions outlined in store clerk classification.
- B. Correspondence
 - 1. Receives correspondence from post office and other delivery organizations.
 - 2. Sorts mail for store manager.
 - 3. Files correspondence.
 - 4. Prepares letters, reports and other documents for mailing.
 - 5. Takes correspondence to post office or other delivery organizations.
- C. Invoices

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1. Receives invoices.
2. Reviews and verifies for correctness and authenticity.
3. Records information.
4. Prepares checks for payment of invoices.
5. Files invoices with copy of the check.
6. Prepares and mails checks and invoice copies.

D. Receipts of merchandise.

1. Receives receipt copies from the warehouse.
2. Charts receipts on daily sales reports after verification.
3. Records breakage and missing merchandise reports.
4. Assists in accounting of merchandise received by checking off incoming cases.
5. Opens repacked cases to ensure correct quantities, size and brand of merchandise are

received.

E. Inventory

1. Assists in taking physical inventories.
2. Extends inventory quantities and dollar amounts.
3. Posts inventories to monthly sales reports.

F. Reports

1. Initiates, types and files reports.
2. Mails reports.

G. Payroll

1. Verifies time cards.
2. Records the number of hours the employees work.
3. Calculates payroll.
4. Maintains tax records.
5. Prepares checks for signatures.

H. Fund Accountability

1. Maintains Petty Cash Fund.
2. Deposits Bank payments.
3. Deposits rental fees, if any.
4. Deposits tax payments.
5. Maintains check register.
6. Picks up change funds from the bank.
7. Verifies change fund.

I. Cleaning responsibilities

1. Cleans office.
2. Cleans break room.
3. Cleans one-way mirrors.
4. Cleans bathrooms.

J. Supplies and Stationery

1. Orders forms for reports, payroll, etc.
2. Purchases office supplies.
3. Purchases postage stamps.
4. Orders printing services.

CLERK/SHIFT FOREMAN

I. Job Summary:

Performs all the duties assigned to a store clerk plus responsible for opening and closing the store. Assists in banking, inventories and housekeeping duties. Responsible for sales deposits, cash register readings and reports, shift change procedures and the security of keys, building and merchandise.

II. Qualifications:

- A. Education: High school graduation or equivalent.
- B. Training: Course(s) in management, business administration or other related fields desirable.
- C. Experience: No previous experience required. However, prior business management or supervisory experience with other types of business is helpful and desired.
- D. Affiliation: None.

III. Environmental and Special Demands:

Work is primarily sedentary. Walks about the store and warehouse. Walks to and from bank. Reaches for and handles bottles, cases of liquor and other supplies. Maximum weight of any single item to be lifted is estimated at fifty (50) pounds. Talking and hearing while serving customers and handling telephone conversations. Requires extreme accuracy in handling funds. Work is mostly inside.

IV. Job Relationships:

Workers supervised: Clerks in the absence of the Store Manager.
Supervised by: Store Manager
Promotion from: This is usually an entry-level position. However, may be promoted from store clerk or bookkeeper positions.
Promotion to: No formal line of promotion. May be promoted to store manager if ability is demonstrated and a vacancy exists.

V. Job Duties:

- A. Performs all the duties and functions outlined in store clerk classification.
- B. Opening and closing store
 - 1. Responsible for opening the store on scheduled days at prescribed times but no earlier than 9:00 a.m.
 - 2. Changes dates and times on the cash registers as needed.
 - 3. Count till change funds.
 - 4. Places tills in registers after entering cashier numbers.
 - 5. Ensures all lights are on.
 - 6. Takes cashier readings at the end of the shift.

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7. Takes daily cash register readings at the end of the day.
8. Closes the store on scheduled days at the prescribed time but no later than 9:00 p.m.
9. Ensures all lights except security lights are turned off.
10. Ensures the burglar alarm is turned on.
11. Ensures all the doors are locked.
12. Turns off all office machines, coffeepots, etc.
13. Ensure the safe is locked.
14. Leaves all cash drawers empty and open after closing.
15. Opens curtains for security purposes.

C. Fund Accountability

1. Verifies cash deposits.
2. Completes deposit slips and associated store reports.
3. Carries deposits to the bank and places in night depository.
4. Picks up change funds at bank when store manager or bookkeeper is not available.
5. Verifies change funds in safe when store manager or bookkeeper is not available.

D. Security

1. Is responsible for the store, office and all keys.
2. Signs transportation permits for purchases exceeding 8.0 liters during the absence of the store manager.

E. Supervisory Duties

1. Acts as store manager in the absence of the store manager.
2. Supervises store clerks in the absence of the store manager.
3. Supervises the bookkeeper when the store manager is unavailable due to being on vacation, hospitalized or on sick leave provided bookkeeper has not also qualified as a clerk/shift foreman.
4. Supervises inventory management and maintenance in the absence of the store manager.
5. Has custody of truck keys when the store manager is absent due to vacation, hospitalization, and sick leave or is out of town on official business.
6. Supervises receipt of warehouse merchandise during the absence of the store manager.

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 CARTERET COUNTY ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 21 part-time 16
 other 0

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 Robert D. Shipp, Jr. TITLE Administrator
 SALARY \$ 76,606.00 BONUS \$ 5,000.00 BENEFITS Yes No HIRE DATE 7-12-1995

NAME Joyce S. Masters TITLE Bookkeeper
 SALARY \$ 52,270.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 8-7-1995

NAME Clifford Askew TITLE Chief Law Enforcement Officer / Assist. Administrator
 SALARY \$ 51,605.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 9-15-2003

NAME Robert Melton TITLE Warehouse Manager
 SALARY \$ 45,552.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 10-14-1988

NAME Pam W. Willis TITLE Merchandizing / STORE OPERATIONS MANAGER
 SALARY \$ 42,474.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 8-1-1997

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

NAME Robert D. Shipp, Jr. TITLE Administrator
 SALARY \$ 74,164.00 BONUS \$ 5,000.00 BENEFITS Yes No HIRE DATE 7-12-1995

NAME Joyce S. Masters TITLE Bookkeeper
 SALARY \$ 45,478.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 8-7-1995

NAME Clifford Askew TITLE Chief Law Enforcement Officer / Assist. Administrator
 SALARY \$ 44,781.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 9-15-2003

NAME Robert Melton TITLE Warehouse manager
 SALARY \$ 40,482.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 10-14-1988

NAME Pam W. Willis TITLE Merchandizing / STORE OPERATIONS MANAGER
 SALARY \$ 37,191.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 8-1-1997

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

NAME Robert D. Shipp, Jr. TITLE Administrator
 SALARY \$ 62,898.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 7-12-1995

NAME Joyce S. Masters TITLE Bookkeeper
 SALARY \$ 42,191.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 8-7-1995

NAME Robert Melton TITLE Warehouse Manager
SALARY \$ 39457.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 10-14-1988

NAME Clifford Askew TITLE Chief Law Enforcement Officer
SALARY \$ 37154.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 9-15-2003

NAME Pam W. White TITLE Merchandising / Store Operations Manager
SALARY \$ 34231.00 BONUS \$ 0.00 BENEFITS Yes No HIRE DATE 8-1-1997

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

James M. Wells \$ 0.00 Jule Wheatly \$ 1560.00 Mack Baker \$ 0.00
John Warrington \$ 0.00 Randy Ramsey \$ 0.00 Steve Malay \$ 0.00

Fiscal Year 2008

James M. Wells \$ 0.00 Jule Wheatly \$ 1560.00
John Warrington \$ 0.00 Randy Ramsey \$ 0.00 Steve Malay \$ 0.00

Fiscal Year 2007

James M. Wells \$ 0.00 Randy Ramsey \$ 0.00 Jule Wheatly \$ 1410.00
John Warrington \$ 0.00 Steve Malay \$ 0.00

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? 9/19/06 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? 2008 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? 1992 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? 1992 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? \$7200.00 Administrator
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? \$ 4901.12

Submitted by Name Joyce S. Masters Title: Bookkeeper Date: 11-30-2009

#3 LIST OF BENEFITS for all full time employees
including 5 highest paid:

Health Insurance : Blue Cross Blue Shield of N.C.

Dental Insurance : Citizens Life

401(K) : Prudential through State of NC Treasury

Retirement : Local Govt. Retirement System

Carteret County ABC

MR. L. GORDON HARDESTY
Chairman

MR. RON L. PERRY
Board Member

MR. MICHAEL B. BELL
Vice Chairman

Board of Alcoholic Control

MR. JOHN L. WARRINGTON
Board Member

MR. ROBERT D. SHIPP, JR.
Administrator

410 Live Oak Street - Beaufort, NC 28516
Office: (252) 728-4269 & Fax: (252) 728-1365

MR. JULE D. WHEATLY
Board Member

Date Issued: September 19, 2006

#7 TRAVEL POLICY

Travel by Board members and employees are necessary and useful to the accomplishment of Alcoholic Beverage Control functions. It is the purpose of these guidelines to establish the procedure for authorizing Board members and 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 Board member or 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 a Board member or employee wishes to combine a business trip with a vacation, the following shall apply:

- A. The Administrator must approve the arrangement.
- B. The Board will provide only that reimbursement which covers the actual expenses of the business portion of the trip.

Spouses or family members may accompany a Board member or an employee on official trips.

Reimbursement for travel by private vehicle is the rate specified by the Internal Revenue Service and is paid directly to the Board member or employee.

Reimbursement for actual expenses incurred for meals and tips will be made while traveling on Board Business. All reimbursement requests for lodging must be accompanied by a receipt.

Incidental expenses such as telephone, parking, tolls, tips and use of public transportation are reimbursable.

Carteret County ABC

DR. JAMES M. WELLS
Chairman

MR. JOHN L. WARRINGTON
Vice-Chairman

MR. JB BOONE
Administrator

Board of Alcoholic Control

410 Live Oak Street – Beaufort, NC 28516
Office: (252) 728-4269 & Fax: (252) 728-1365

MR. RANDY RAMSEY
Board Member

MR. STEVE MALAY
Board Member

MR. MACK BAKER
Board Member

BOARD MEETING AGENDA

OCTOBER 21, 2009

A. CALL TO ORDER

#8 B. ETHICS STATEMENT

“In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict. Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.”

C. APPROVAL OF MINUTES

D. REPORTS

1. LAW ENFORCEMENT REPORT
2. MONTHLY INVENTORY REPORT
3. MONTHLY SALES & INCOME REPORT

E. ADMINISTRATOR

F. BOARD MEMBERS

1. OLD BUSINESS
2. NEW BUSINESS

G. EXECUTIVE SESSION

H. ADJOURNMENT

CARTERET COUNTY BOARD OF ALCOHOLIC CONTROL

AMENDMENT # 3: ADDITIONAL PARAGRAPH FOR WAREHOUSE RULES AND REGULATIONS, PAGE 4:

Back support belts are provided for warehouse personnel. Belts must be worn at all times when lifting cases, whether loading or unloading trucks or moving cases in the warehouse or LBD.

#11 AMENDMENT DATED: August 14, 1992

EQUAL EMPLOYMENT OPPORTUNITY:

The Carteret County ABC Board is firmly committed to a policy of nondiscrimination in employment and to a program of achieving total equality of opportunity for all applicants and employees. Employment practices that result in nepotism or conflicts of interest are prohibited.

All personnel are recruited, employed and treated throughout their employment without regard to race, creed, color, national origin, religion, political affiliation, marital status, physical condition, sex, age or other non-merit factors. Exceptions are made only when physical conditions, sex or age constitutes a legitimate occupational qualification.

JOB CLASSIFICATION:

New employees are assigned a job title and a job classification based on their responsibilities and duties. The classification requires that they have the knowledge, ability and skill to perform their duties quickly and accurately.

PERSONNEL RESOLUTION:

Be it resolved by the Carteret County Alcoholic Beverage Control Board that the following rules and regulations shall govern the appointment, classification, salary, promotion, demotion, dismissal and conditions of employment of the employees of the Carteret County Board of Alcoholic Control.

MERIT PRINCIPLE:

All appointments and promotions of employees subject to the authority of the Board shall be made solely on the basis of merit