

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

RECEIVED

NOV 30 2009

NC ABC COMMISSION

Name of ABC System ST PAULS # 91

ABC Employees

1. How many employees does your ABC system have? full-time 2 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 Charles Dove TITLE mgr/sup.
 SALARY \$ 33,500 BONUS \$ 900.00 BENEFITS Yes No HIRE DATE 8-04
Retirement ONLY

NAME Wilbur Taylor TITLE ASST-mgr
 SALARY \$ 22,880 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 12-06-04
Retirement ONLY

NAME JAMES white TITLE PT clerk
 SALARY \$ 9.00 hr BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 9-12-05

NAME Kenneth McDonald TITLE PT clerk
 SALARY \$ 8.00 hr BONUS \$ 75.00 BENEFITS Yes No HIRE DATE 11-6-06

NAME Channon Mack TITLE PT Clerk
 SALARY \$ 8.00 hr BONUS \$ - BENEFITS Yes No HIRE DATE 4-21-09

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

NAME Charles Dove TITLE mgr/sup
 SALARY \$ 31,500 BONUS \$ 800.00 BENEFITS Yes No HIRE DATE 8-04
STATE Retirement ONLY

NAME Wilbur TAYLOR TITLE ASST mgr.
 SALARY \$ 20,800 BONUS \$ 400.00 BENEFITS Yes No HIRE DATE 12-04
STATE Retirement ONLY

NAME JAMES white TITLE PT Clerk
 SALARY \$ 8.50 hr BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 9-05

NAME MANDA Clover TITLE CLERK FULL TIME
 SALARY \$ 19,960 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 2-06

NAME Kenneth McDonald TITLE PT clerk
 SALARY \$ 8.00 hr BONUS \$ 75.00 BENEFITS Yes No HIRE DATE 11-06

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

NAME Charles Dove TITLE mgr/sup
 SALARY \$ 30,000 BONUS \$ 900.00 BENEFITS Yes No HIRE DATE 8-04
STATE Ret.

NAME Wilbur TAYLOR TITLE Ass. mgr.
 SALARY \$ 19,240 BONUS \$ 400.00 BENEFITS Yes No HIRE DATE 12-04
STATE Retirement

NAME JAMES WHITE TITLE PT Clerk
SALARY \$ 9.25 hr BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 9-05

NAME MANDA GLOVER TITLE Clerk
SALARY \$ 16.120 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 2-06

NAME Kenneth McDONALD TITLE PT Clerk
SALARY \$ 7.00 hr BONUS \$ _____ BENEFITS Yes No HIRE DATE 11-06

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

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

CHAIRMAN Dewitt Rountree \$ 1,200 yr - ELBERT GIBSON 900.00 yr
Dunham White Sec. \$ 900.00 yr

Fiscal Year 2008

SAME AS ABOVE

Fiscal Year 2007

SAME AS ABOVE

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

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

7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? _____ 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? 2007 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? 520.00 yr for GAS - MANAGER ONLY

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? 3,500

Submitted by Name Charles Dove Title: MGR Date: 11-24-09

TOWN OF ST. PAULS ABC BOARD

PERSONNEL POLICY MANUAL

AND

GENERAL INFORMATION

RECEIVED

NOV 30 2009

NCAL COMMUNICATION

**TOWN OF ST. PAULS ABC BOARD
TRAVEL POLICY AND PROCEDURES**

SECTION 1 - PURPOSE

IT IS THE PURPOSE OF THESE REGULATIONS TO ESTABLISH THE PROCEDURES FOR AUTHORIZING ABC STORE REPRESENTATIVE TRAVEL AND DESCRIBE THE SYSTEM TO REIMBURSEMENT OF TRAVEL EXPENSE.

SECTION 2 - SCOPE

THIS ADMINISTRATIVE POLICY APPLIES TO ABC STORE EMPLOYEES OR APPOINTED BOARD MEMBERS WHO HAVE A NEED TO TRAVEL ON OFFICIAL BUSINESS FOR THE ST. PAULS ABC STORE.

SECTION 3 - AUTHORIZATION

THE AUTHORIZATION OF ALL TRAVEL INVOLVING THE USE OF ABC STORE FUNDS WILL BE AS FOLLOWS.

A. THE ABC BOARD MUST APPROVE TRAVEL FOR EMPLOYEES AND BOARD MEMBERS.

B. THE ABC STORE MANAGER MAY AUTHORIZE TRAVEL FOR ONE DAY.

SECTION 4 - APPROVED TRAVEL

TRAVEL WILL BE APPROVED FOR LEGITIMATE PURPOSE INCLUDING SUPERVISOR MEETINGS, SEMINARS, CONFERENCE, AND OTHER ABC RELATED ACTIVITIES.

**TRAVEL POLICY AND PROCEDURES
PAGE 2**

SECTION 5 - TRAVEL WITH SPOUSE AND/OR FAMILY

SPOUSES AND/OR FAMILY MEMBERS MAY ACCOMPANY AN EMPLOYEE OR BOARD MEMBER ON APPROVED TRIPS. HOWEVER, THE ABC STORE PROVIDES REIMBURSEMENT FOR ONLY THOSE EXPENSES IN WHICH THE ABC REPRESENTATIVE WOULD NORMAL INCUR IF TRAVELING ALONE.

SECTION 6 - TRAVEL WITH SOMEONE FROM ANOTHER ABC STORE

WHERE TRAVEL IS SHARED, REIMBURSEMENT REQUIRES PROPER RECEIPTS FOR REIMBURSEMENT.

SECTION 7 - TRAVEL BY AIR

ONLY TOURIST CLASS OR OTHER SPECIAL FARES MAY BE USED BY ABC STORE REPRESENTATIVES FOR AIR TRAVEL. UNNECESSARY CHANGES IN SCHEDULES, WHICH RESULT IN A HIGHER COST, WILL RESULT IN THE DIFFERENCE IN THE COST TO BE BORNE BY THE ABC REPRESENTATIVE.

SECTION 8 - TRAVEL BY PRIVATE CAR

THE USE OF A PRIVATE CAR FOR ABC STORE PURPOSED MUST FIRST BE APPROVE BY THE ABC BOARD. THE RATE FOR REIMBURSEMENT FOR TRAVEL SHALL BE THE SAME AS THE FEDERAL ALLOWABLE RATE. NO REIMBURSEMENT WILL BE MADE FOR EXPENSES INCURRED IN MAKING REPAIRS OR TOWING---COVERAGE FOR THESE EXPENSES ARE PROVIDED IN THE MILEAGE RATE. THE EMPLOYEE WILL BE REIMBURSED FOR PARKING FEES.

**TRAVEL POLICY AND PROCEDURES
PAGE 3**

SECTION 9 - PUBLIC TRANSPORTATION

THE ABC STORE WILL REIMBURSE ABC REPRESENTATIVES FOR REASONABLE, ACTUAL PUBLIC TRANSPORTATION EXPENSES (SUBWAY, TAXI, BUS, ETC.,), WHILE ON OUT OF TOWN BUSINESS. RECEIPTS SHALL BE OBTAINED WHEN FEASIBLE.

SECTION 10 - LODGING AND MEALS

LODGING SHALL BE AT A REASONABLE PRICE AND SHALL BE OBTAINED THROUGH CONVENTIONS, SCHOOLS OR MEETING REGISTRATIONS WHEN AVAILABLE. REIMBURSEMENTS SHALL BE MADE FOR ACTUAL, REASONABLE EXPENSES.

SECTION 11 - MEALS

THE TRAVELING ABC REPRESENTATIVE WILL BE REIMBURSED FOR REASONABLE RATES.

SECTION 12 - TELEPHONE

ALL TELEPHONE CALLS MUST BE BUSINESS RELATED, ABC STORE REPRESENTATIVES ARE ALLOWED ONE BRIEF "SAFE ARRIVAL" CALL UPON ARRIVING AT THEIR DESTINATION WHEN TRAVELING.

SECTION 13 - OTHER EXPENSES

TIPS FOR HANDLING BAGGAGE AT COMMON CARRIER TERMINALS AND UPON ARRIVING AT OR DEPARTING FROM PLACE OF LODGING ARE ALLOWED. TIPS FOR ROOM SERVICE, VALET AND OTHER HOTEL SERVICES ARE NOT REIMBURSABLE. THE COST OF LAUNDRY, ENTERTAINMENT, ALCOHOLIC BEVERAGES, "SET-UPS" BETWEEN MEAL SNACKS, OR REFRESHMENTS AND OTHER PERSONAL EXPENSES ARE NOT REIMBURSABLE.

TRAVEL POLICY AND PROCEDURES
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SECTION 14 - AUTHORIZATION FOR EXCESS EXPENDITURES

AUTHORIZATION FOR EXCESS EXPENDITURES FOR IN-STATE AND OUT-OF-STATE TRAVEL MAY BE APPROVED BY THE ABC BOARD CHAIRMAN WHEN IT IS DETERMINED THAT DUE TO EXTRAORDINARY CIRCUMSTANCES, MORE ECONOMICAL ACCOMMODATIONS ARE NOT AVAILABLE.

SECTION 15 - TRAVEL ADVANCE

IF ADVANCE TO TRAVEL FUNDS IS REQUESTED, A WRITTEN REQUEST MUST BE SUBMITTED TO THE FINANCE DIRECTOR AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE EVENT. THE FINANCE DIRECTOR MAY REQUEST ADDITIONAL INFORMATION OR SEEK APPROVAL FROM THE ABC BOARD CHAIRMAN ON ALL TRAVEL ADVANCES.

SECTION 16 - TRAVEL EXPENSE REPORTS

THE ABC STORE REPRESENTATIVE SHALL COMPLETE A TRAVEL EXPENSE REPORT AND SUBMIT IT TO HIS/HER APPROPRIATE SUPERVISOR FOR APPROVAL. THE SUPERVISOR SHALL FORWARD THE REPORT TO THE FINANCE DIRECTOR FOR AUDIT. THE REPORT SHALL BE SUBMITTED WITHIN FIVE (5) WORKING DAYS AFTER ANY TRAVEL. BILLS AND RECEIPTS SUPPORTING THE EXPENDITURES MUST BE ATTACHED. ANY EXPENSE NOT SUPPORTED BY A RECEIPT MAY BE DISALLOWED.

SECTION 17 - AUDIT

THE TRAVEL EXPENSE REPORT FOR ALL DEPARTMENTS SHALL BE REVIEWED BY THE FINANCE DIRECTOR. IF THE REPORT IS IN COMPLIANCE WITH THE STORE'S TRAVEL POLICY AND WITH PROPER DOCUMENTATION, THE EMPLOYEE WILL BE REIMBURSED FOR ANY EXPENSE HE/SHE INCURRED ABOVE THE

**TRAVEL POLICY AND PROCEDURES
PAGE 5**

THE AMOUNT OF A CASH ADVANCE. IF THE TRAVEL ADVANCE EXCEEDS THE ACTUAL TRAVEL EXPENSES, THE EMPLOYEE WILL SUBMIT A CHECK OR CASH FOR THE AMOUNT DUE THE STORE WITH THE TRAVEL EXPENSE REPORT. THE FINAL EXPENSE REPORT REQUIRES THE SIGNATURE OF THE ABC BOARD CHAIRMAN AND THE STORE MANAGE.

SECTION 18 - AMENDMENTS

CHANGES AND AMENDMENTS TO THIS POLICY REQUIRE APPROVAL OF THE ST. PAULS ABC BOARD.



**WALTER D. ROUNTREE
CHAIRMAN**

**JUNE 1 1997
DATE**

ST. PAULS ABC BOARD

SUBJECT: WAGE AND SALARY ADMINISTRATION

I. OBJECTIVES:

A. TO ESTABLISH WAGES AND SALARIES THAT WILL ATTRACT AND RETAIN QUALIFIED PERSONNEL AND ENCOURAGE THEIR SUPERIOR PERFORMANCE.

B. TO PROVIDE EACH EMPLOYEE WITH AN AWARENESS THAT HIS OR HER PAY COMPARES FAIRLY WITH THAT OF PAY FOR OTHER POSITIONS HAVING SIMILAR DUTIES AND RESPONSIBILITIES WITH OTHER ORGANIZATIONS.

C. TO ASSURE BOTH THE MANAGER AND EMPLOYEES THAT PERFORMANCE WILL BE APPRAISED SYSTEMATICALLY, FAIRLY AND IN A CONSISTENT MANNER.

D. TO ENABLE THE MANAGER TO PROVIDE THESE THINGS ON A FAIR, SYSTEMATIC, AND CONTROLLED OR PREDETERMINED BASIS IN ORDER TO AVOID UNNECESSARY SALARY AND TRAINING EXPENSE.

II. POLICY CONTENT:

IT SHALL BE THE POLICY OF THE ST. PAULS ALCOHOLIC CONTROL BOARD TO MAINTAIN A SYSTEMATIC WAGE AND SALARY PLAN WHICH WILL:

A. ENABLE EMPLOYEES TO MAINTAIN A STANDARD OF LIVING FOR THEMSELVES AND THEIR FAMILIES WHICH WILL ENCOURAGE THEM TO BE PRODUCTIVE EMPLOYEES FOR THE BOARD.

B. REWARD SUPERIOR PERFORMANCE OF EMPLOYEES IN THE FULFILLMENT OF THEIR DUTIES AND RESPONSIBILITIES.

C. RECOGNIZE CONTINUED, LOYAL SERVICE TO THE BOARD.

D. PROVIDE THE INCENTIVE FOR EMPLOYEES TO INCREASE PRODUCTIVITY ON THE JOB AND TO BECOME BETTER SKILLED IN THE ACTIVITIES RELATED TO THEIR JOB PERFORMANCE.

E. INSURE CONFORMANCE WITH ALL REGULATIONS, REQUIREMENTS OR GUIDELINES ESTABLISHED BY THE ST. PAULS ALCOHOL CONTROL BOARD, HAVING JURISDICTION OVER WAGES AND SALARIES.

III. WAGE AND SALARY PLAN:

IN ACCORDANCE WITH THE ABOVE STATEMENT OF OBJECTIVES AND POLICY, THE ST. PAULS ALCOHOL CONTROL BOARD'S WAGE AND SALARY PLAN SHALL BE BASED ON THE FOLLOWING PROVISIONS:

A. EMPLOYEES WILL BE ASSIGNED A MINIMUM PAY RATE ESTABLISHING WHAT THAT POSITION'S RELATIVE IMPORTANCE IS TO THE BOARD AND WHICH PROVIDES A COMPARISON TO WAGES AND SALARIES PAID FOR SIMILAR POSITIONS IN THE LABOR MARKET.

B. AN EMPLOYEE MAY RECEIVE A CHRISTMAS BONUS BASED ON THE ABC BOARD RECOMMEDATIONS.

IV. OPERATING PROCEDURE:

A. EACH EMPLOYEE WILL BE GIVEN FULL INFORMATION CONCERNING THE WAGE AND SALARY PLAN AS IT AFFECTS THEM INDIVIDUALLY.

V. RESPONSIBILITY:

A. THE ST. PAULS ALCOHOLIC CONTROL BOARD SHALL BE RESPONSIBLE FOR ANY CHANGE OR REVISIONS OF THIS PLAN NECESSITATED BY CHANGE IN ECONOMIC CONDITIONS OR UNFORESEEN EVENTS.

B. NO SALARY INCREASE SHALL BE GIVEN WITHOUT THE ST. PAULS ALCOHOL CONTROL BOARD'S PRIOR KNOWLEDGE.

C. THE MANAGER SHALL BE RESPONSIBLE FOR THE ADMINISTRATION OF THIS WAGE AND SALARY PLAN AND FOR MAKING RECOMMENDATIONS ON NECESSARY OR REQUIRED CHANGE.

DATE JUNE 1, 1997

Walter D. Rountree

**WALTER D. ROUNTREE
CHAIRMAN**

ST. PAULS ABC BOARD

SUBJECT: CONDITIONS OF EMPLOYMENT.

I. OBJECTIVES;

A. TO ESTABLISH AND CLEARLY DEFINE, FOR ALL STORE EMPLOYEES, EMPLOYMENT PRACTICES WHICH ARE CONSIDERATE OF THE WELFARE AND SECURITY OF THE EMPLOYEES AND THE STORE.

B. TO PROVIDE FOR THE ST. PAULS ALCOHOLIC CONTROL BOARD AND UNDERSTANDING AND ASSURANCE THAT THE EMPLOYEES WILL BE TREATED FAIRLY AND UNIFORMLY.

C. TO AID THE MANAGER IN CARRYING OUT THESE INTENTIONS BY PROVIDING A FAIR, CONTROLLED AND PREDETERMINED PLAN.

II. POLICY:

A. RULES OF WORK;

1. EACH EMPLOYEE WILL BE EXPECTED TO COMPLETE THEIR WORK WITH HONESTY, CONFIDENCE, AND EXECUTE ANY AND EVERY JOB IN AN EFFICIENT MANNER, EXERTING ALL THE NECESSARY ENERGY AND TACT TO COMPLETE THE JOB IN A SATISFACTORY MANNER.

2. THE BOAR EXPECTS THAT EACH EMPLOYEE BE FAMILIAR WITH ALCOHOLIC BEVERAGE CONTROL LAWS, RULES, AND REGULATIONS AT ALL TIMES.

3. EACH EMPLOYEE IS EXPECTED TO DRESS AND CONDUCT HIS OR HERSELF WHILE ON DUTY AS TO REFLECT THE BEST POSSIBLE IMAGE OF THE BOARD.

B. HOURS OF WORK:

1. THE STANDARD WORK WEEK SHALL BE FROM MONDAY THROUGH SATURDAY.

2. STORE HOURS SHALL BE DETERMINED BY THE ABC BOARD.

C. HOLIDAYS:

1. THE FOLLOWING DAYS AND SUCH OTHER DAYS AS THE ABC BOARD MAY FIX SHALL BE OBSERVED BY THE STORE:

NEW YEAR'S DAY LABOR DAY
CHRISTMAS DAY JULY 4
THANKSGIVING DAY

D. VACATION LEAVE:

1. ON JANUARY 1 OF EACH YEAR PAID VACATION WILL BE CREDITED TO EACH PERMANENT, FULL-TIME EMPLOYEE ON THE BASIS OF: YEARS OF SERVICES. VACATION LEAVE
FROM ONE (1) YEAR TO FIVE (5) YEARS 1 WEEK
AFTER FIVE YEARS SERVICE 9 WORKING DAYS

VACATION LEAVE TAKEN WILL BE DEDUCTED FROM THE CREDITED AMOUNT.

2. AN EMPLOYEE SHOULD TAKE 100% OF HIS ANNUAL VACATION LEAVE. THERE WILL BE NO ACCUMULATION OF DAYS NOT TAKEN OR REIMBURSEMENT FOR DAYS NOT TAKEN.

3. EMPLOYEES WHO ARE ACTIVE MEMBERS OF THE NATIONAL GUARD OR OTHER RESERVE MILITARY UNITS WILL BE GRANTED LEAVE FOR THE ANNUAL SUMMER TRAINING PERIOD. THE NUMBER OF DAYS GRANTED FOR MILITARY LEAVE WILL BE DEDUCTED FROM VACATION LEAVE WITH EMPLOYEES RECEIVING NORMAL VACATION PAY FOR DAY USED.

4. THE VACATION YEAR SHALL RUN FROM JANUARY 1 THRU DECEMBER 31 OF EACH YEAR.

5. THE MANAGER WILL BE DIRECTLY RESPONSIBLE FOR SCHEDULING AND GRANTING VACATION LEAVE.

E. NEW EMPLOYEES WILL ACCRUE VACATION, SICK LEAVE, AND HOLIDAY BEGINNING THE FIRST DAY OF EMPLOYMENT. NO NEW EMPLOYEE WILL BE ALLOWED TO TAKE ANY OF THE ACCRUED VACATION AND SICK LEAVE UNTIL THEY HAVE BEEN IN CONTINUOUS EMPLOYMENT FOR AT LEAST SIX MONTHS. IF SUCH EMPLOYEE LEAVEN OUR EMPLOYMENT WITHIN THE FIRST SIX MONTHS, ALL ACCRUED LEAVE WILL BE FORFEITED.

F. SICK LEAVE:

THIRTEEN (13) DAYS PER YEAR FOR FULL TIME EMPLOYEES. THIS DOES NOT APPLY TO PART-TIME EMPLOYEES. A DOCTORS EXCUSE MAY BE REQUIRED WHEN SICK. THE ADMINISTRATION WILL BE ON A DAY BASIS RATHER THAN MONEY. UPON TERMINATION AN EMPLOYEE WILL NOT BE PAID ANY ACCUMULATED SICK LEAVE.

III. RESPONSIBILITY:

A. THE MANAGER SHALL BE RESPONSIBLE FOR THE ADMINISTRATION OF THIS PLAN.

B. THE ST. PAULS ALCOHOLIC CONTROL BOARD SHALL BE RESPONSIBLE FOR ALL CHANGES OR REVISIONS OF THIS PLAN.

DATE JUNE 1, 1997


WALTER D. ROUNTREE
CHAIRMAN

**TOWN OF ST. PAULS ABC BOARD
POLICY FOR RECEIVING**

UNSOLICITED MEALS, GIFT AND ADVERTISING NOVELTIES

POLICY

A. MEALS -- UNSOLICITED BUSINESS MEALS MAY BY ACCEPTED BY BOARD MEMBERS, STORE MANAGER, AND OTHER EMPLOYEES UPON APPROVAL OF STORE MANAGER. BUSINESS MEALS MAY CONSIST OF BREAKFAST, LUNCH OR DINNER.

B. GIFTS-- GIFTS MAY BE ACCEPTED BY BOARD MEMBER, STORE MANAGER AND ADMINISTRATIVE STAFF UPON APPROVAL OF STORE MANAGER. ANY GIFT RECEIVED MUST BE REPORTED TO THE BOARD AT ITS NEXT MEETING FOLLOWING THE RECEIPT OF THE GIFT.

C. ADVERTISING NOVELTIES -- ADVERTISING NOVELTIES MAY BE ACCEPTED BY BOARD MEMBERS AND STORE MANAGER. DISTRIBUTION OF ADVERTISING NOVELTIES TO OTHER STORE EMPLOYEES SHALL BE AT THE DISCRETION OF THE STORE MANAGER.

DATE: JUNE 1, 1997



**WALTER D. ROUNTREE
CHAIRMAN**

**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 SANFORD ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 9 part-time 9 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 LEE DOWD TITLE General Manager
 SALARY\$ 73520 BONUS \$ 500 BENEFITS Yes No HIRE DATE 8-1-07

NAME LINDA COLF TITLE ADMIN. ASST.
 SALARY\$ 41085 BONUS \$ 500 BENEFITS Yes No HIRE DATE 3-20-78

NAME DONNA MORGAN TITLE STORE MGR.
 SALARY\$ 38169 BONUS \$ 500 BENEFITS Yes No HIRE DATE 10-4-02

NAME FRED HOOKER TITLE WAREHOUSE MGR.
 SALARY\$ 31744 BONUS \$ 500 BENEFITS Yes No HIRE DATE 8-20-01

NAME JACKIE MARRON TITLE STORE MGR.
 SALARY\$ 30478 BONUS \$ 500 BENEFITS Yes No HIRE DATE 5-10-02

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

NAME LEE DOWD TITLE General mgr.
 SALARY\$ 60917 BONUS \$ 2000 BENEFITS Yes No HIRE DATE 8-1-07

NAME LINDA COLF TITLE ADMIN. ASST.
 SALARY\$ 40288 BONUS \$ 2000 BENEFITS Yes No HIRE DATE 3-20-78

NAME DONNA MORGAN TITLE STORE MGR.
 SALARY\$ 37140 BONUS \$ 1700 BENEFITS Yes No HIRE DATE 10-4-02

NAME FRED HOOKER TITLE WAREHOUSE MGR
 SALARY\$ 31878 BONUS \$ 1700 BENEFITS Yes No HIRE DATE 8-20-01

NAME JOYCE BARGER TITLE General mgr. (Retired)
 SALARY\$ 28920 BONUS \$ 2000 BENEFITS Yes No HIRE DATE 8-5-74

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

NAME JOYCE BARGER TITLE General mgr.
 SALARY\$ 62210 BONUS \$ 750 BENEFITS Yes No HIRE DATE 8-5-74

NAME Linda Colf TITLE Admin. Asst.
 SALARY\$ 36965 BONUS \$ 500 BENEFITS Yes No HIRE DATE 3-20-78

NAME DONNA MORGAN TITLE STORE MGR
SALARY \$ 34382 BONUS \$ 500 BENEFITS Yes No HIRE DATE 10-4-02

NAME FRED HOOKER TITLE STORE MGR
SALARY \$ 30217 BONUS \$ 500 BENEFITS Yes No HIRE DATE 8-20-01

NAME JACKIE MARROW TITLE ASST. STORE MGR.
SALARY \$ 25249 BONUS \$ 500 BENEFITS Yes No HIRE DATE 5-10-02

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
- JIM FOSTER - CHAIR \$4800, LISA MCBRYDE \$3000
JULIE BARGER - \$3000

Fiscal Year 2008

JIM FOSTER - CHAIR \$4800, LISA MCBRYDE \$3000
DON SUDDARTH \$3000

Fiscal Year 2007

JIM FOSTER - CHAIR \$4800, LISA MCBRYDE \$3000
DON SUDDARTH \$3000

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. - In handbook 5-20-06 [Ⓢ] only employees not Board member.
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? \$1150.23

Submitted by Name [Signature] Title: General Mgr. Date: 11-20-09

**SANFORD ABC BOARD
PAID BENEFITS FOR FULL TIME EMPLOYEES**

1. Lee Dowd, Health Insurance--\$7267, 401K--\$3451, NC Retirement--\$3579, 2 weeks vacation, 9 days paid holiday
2. Linda Cole, Health Insurance--\$14969, 401K--\$1972, NC Retirement--\$1999, 3 weeks vacation, 9 days paid holiday
3. Donna Morgan, Health Insurance--\$7267, 401K--\$1819, NC Retirement--\$1844, 2 weeks vacation, 9 days paid holiday
4. Fred Hooker, Health Insurance--\$7267, 401K--\$1516, NC Retirement--\$1537, 2 weeks vacation, 9 days paid holiday
5. Jackie Marrow, Health Insurance--\$7267, NC Retirement--\$1453, 2 weeks paid vacation, 9 days paid holiday

CITY OF SANFORD BOARD OF ALCOHOLIC CONTROL
Box 967, 2116 S. Homer Blvd.
Sanford, North Carolina 27330
TRAVEL POLICY

Supervisor and Board Members that attend State ABC Conventions are required to attend all meetings.

Supervisor and Board Members that attend the National ABC Conventions are required to attend all meetings that pertain to North Carolina.

1. AUTHORIZATION

Travel on official ABC business outside of the state must be authorized by the ABC Board Chairman. A request for travel must describe the travel requested, the purpose of the trip, the period of time away from the ABC Board, and approval of the ABC Board Chairman.

2. MILEAGE REIMBURSEMENT

Supervisor and Board Members traveling away from the county on official business will be reimbursed as follows:

- (a) Travel by personal car, .55 cents per mile; (6-17-69)
- (b) Travel by public conveyance with the prior approval of the Board Chairman, the actual cost of the fare; and
- (c) Mileage for travel will be paid for the shortest usually traveled route.

3. ROOM AND BOARD AND SPECIAL EXPENSES

- (a) Living expenses and meals for the Supervisor and Board Members will be authorized only for trips lasting overnight or longer. With exception of commuting back and forth from local convention with only meal expense.
- (b) Supervisor will be expected to commence the return to the ABC Board as soon as practical after the conclusion of their business.
- (c) Personnel traveling away from Sanford on official business will be compensated for all room and board and meals paid for out of pocket.
- (d) Supervisor and Board Members will be reimbursed for the actual cost of special expenses paid by them from their personal funds, such as parking fees, tolls, registration fees, and other related expenses.

4. EXPENSE STATEMENT REQUIRED

- (a) Supervisor and Board Members traveling on a reimbursable basis for the ABC Board will keep an accurate record of their expenses. No reimbursement will be paid without written travel claim signed by the Supervisor or Board Member; receipt for the cost of hotel and travel expenses; and for the special expenses must be attached to the written claim.

5. EXPENSES NOT REIMBURSABLE

- (a) Alcoholic Beverages, personal telephone calls, rented movies, golf, sightseeing tours, etc....will not be paid by the ABC Board.
- (b) Meals that exceed the price of the meals in the NABCA package will not be reimbursed.
- (c) Expenses for children and spouses will not be reimbursed.
- (d) Mileage for several members on one vehicle will not be reimbursed. The driver of the vehicle only will be reimbursed.

(Con't)

6. Short Trips

When a Supervisor or Board Member is away from the county on official business not requiring overnight absence, he will be reimbursed for meals and for special expenses incurred. The Supervisor or official will keep an accurate record of all expenses, his time of departure to and from destination, and his time of return. No reimbursement will be paid without written travel claim signed by the Supervisor or Board Member; receipts for special expenses must be attached to the claim.

7. Status of Supervisor or Board Member While Traveling

Participation in official out-of-town business meetings, authorized training courses, and authorized professional conferences, is "time worked" for the purpose of computing wages for employees eligible for overtime compensation. Travel away from home is work time when it cuts across such an employee's normal workday. The Supervisor is simply substituting travel for other duties. The time is not only hours worked during normal workdays but also during the corresponding hours on nonworking days.

8. Workmen's Compensation

Employees of the ABC Board absent from the county on official business, or in training courses or professional meetings, will be covered by workmen's compensation insurance in accordance with the North Carolina Workmen's Compensation Act and the ABC Board's workmen's compensation insurance policy.

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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 SCOTLAND COUNTY ABC

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 2
other 3 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 CURTIS W LEWIS JR TITLE MANAGER
SALARY\$ 54,522.00 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 7-13-85

NAME CLYDE D ROBINSON, III TITLE ASST. MANAGER
SALARY\$ 41,392.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 4-15-89

NAME BENNY SMITH TITLE CLERK
SALARY\$ 31,122.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 01-01-00

NAME WILLIAM GRAVES TITLE CLERK
SALARY\$ 31,122.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 12-13-04

NAME JACK KARNES TITLE P/T CLERK
SALARY\$ 2,036.94 BONUS \$ 100.00 BENEFITS Yes No HIRE DATE

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

NAME LARRY HATFIELD TITLE P/T CLERK
SALARY\$ 2,419.55 BONUS \$ 100.00 BENEFITS Yes No HIRE DATE 05-07-05

NAME J.D. WILLIS TITLE CHAIRMAN ABC BOARD
SALARY\$ 1,500.00 BONUS \$ BENEFITS Yes No HIRE DATE

NAME ROBERT MCDOW TITLE BOARD MEMBER / SECRETARY
SALARY\$ 750.00 BONUS \$ BENEFITS Yes No HIRE DATE

NAME DEE HAMMOND TITLE BOARD MEMBER
SALARY\$ 750.00 BONUS \$ BENEFITS Yes No HIRE DATE

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

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

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

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

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

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

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

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

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

AS ABOVE

Fiscal Year 2008

AS ABOVE

Fiscal Year 2007

AS ABOVE

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 X No ___
If so, what? TRAVEL EXPENXES FOR ABC MEETINGS - CONFERENCES

7. Do you have a travel policy for board members/employees? Yes ___ No ___ If yes, when was it instituted? ___ Please attach a copy. \$50.00 PER DIEUM AND EXPENSES PLUS MILEAGE

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 THIS IS UNDERSTOOD

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 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? 1,012.67

Submitted by Name C.W. [Signature] Title: Manager Date: 11-30-09

Fax # 919-661-5927

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

Shalotte ABC Board (094)

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)

F.T. NAME Arthur Duncan TITLE Supervisor/manager
SALARY \$ 160.00 BONUS \$ 650.00 BENEFITS Yes No HIRE DATE 10-1986
Christmas

F.T. NAME Joe Lockett TITLE Asst. manager
SALARY \$ 97.00 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 8-10-99
Christmas

F.T. NAME John Allen TITLE clerk
SALARY \$ 30.50 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 11-19-96
Christmas

F.T. NAME Peter VanVuren TITLE clerk
SALARY \$ 10,668.00 BONUS \$ 00.00 BENEFITS Yes No HIRE DATE 1-13-07
Christmas

P.T. NAME Mike Cordrey TITLE clerk
SALARY \$ 11,055.00 BONUS \$ 10.00 BENEFITS Yes No HIRE DATE 10-4-07
Christmas

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

F.T. NAME Arthur Duncan TITLE Supervisor/manager
SALARY \$ 307.00 BONUS \$ 400.00 BENEFITS Yes No HIRE DATE 10-86

F.T. NAME Joe Lockett TITLE Asst. manager
SALARY \$ 97.00 BONUS \$ 125.00 BENEFITS Yes No HIRE DATE 8-10-99

F.T. NAME John Allen TITLE clerk
SALARY \$ 28.47 BONUS \$ 125.00 BENEFITS Yes No HIRE DATE 11-19-96

P.T. NAME Peter VanVuren TITLE clerk
SALARY \$ 9,625.00 BONUS \$ 05.00 BENEFITS Yes No HIRE DATE 1-13-07

P.T. NAME Mike Cordrey TITLE clerk
SALARY \$ 6,770.00 BONUS \$ 00.00 BENEFITS Yes No HIRE DATE 10-4-07

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

F.T. NAME Arthur Duncan TITLE Supervisor/manager
SALARY \$ 295.00 BONUS \$ 25.00 BENEFITS Yes No HIRE DATE 10-86

F.T. NAME Joe Lockett TITLE Asst. manager
SALARY \$ 97.00 BONUS \$ 25.00 BENEFITS Yes No HIRE DATE 8-10-99

F.T. NAME John Allen TITLE clerk
 SALARYS 27,476.10 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 11-19-96

P.T. NAME Charles Thayer TITLE clerk
 SALARYS 8,605.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 7-22-05

P.T. NAME KAR Mcnutt TITLE clerk
 SALARYS 3899.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 4-17-03

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
Chairman Roy mintz 900.00 yr / Bobby Ray Russ 5600.00 yr
Chris Lane 600.00 yr.
- Fiscal Year 2008
Chairman Roy mintz 900.00 yr / Bobby Ray Russ 600.00 yr.
Chris Lane 600.00 yr.
- Fiscal Year 2007
Chairman Roy mintz 900.00 yr / Bobby Ray Russ 5600.00 yr
Chris Lane 600.00 yr.
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? 1999 Please attach a copy. see copy
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? 1/09 Please attach a copy. personnel policy
see 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? 0
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? _____

Submitted by Name Arthur DUNCAN Title Secretary Date: 11-30-2009

Laurie Lee,

Our full time employees have Health INS.
Dental INS. Life INS. vision, Disability INS. and retirement
thru the N.C. Local Governmental Employees
retirement system. A copy of our personnel
policy manual is included and if we can
answer any questions please give me a
call at 910-754-4474 or 910-431-8191

Thank you!
Arthur B. Duncan
11-30-2009

Office Copy

PERSONNEL POLICY MANUAL

AND

GENERAL INFORMATION

CITY OF SHALLOTTE

ALCOHOLIC BEVERAGE CONTROL BOARD

SHALLOTTE, NORTH CAROLINA

QUALIFICATIONS:

All employee's hired by the ABC Board and Management selected from applications must be:

- (a) physically able to lift and move heavy objects in the performance of work;
- (b) willing and physically able to work in the ABC Store and to help unload cases of liquor from the trucks on truck days - - this usually being twice each month on Mondays;
- (c) able to understand and carry out oral and written instructions;
- (d) able to deal with the public in a courteous, tactful and effective manner;
- (e) proficient in the use of a cash register and terminal;
- (f) able to make accurate and rapid computations;
- (g) willing to learn the types and brand names of alcoholic beverages;
- (h) knowledgeable of store rules and regulations.

Following a three month probation period, he or she may be reviewed by the ABC Board and Manager for permanent or part-time employment. If continued employment is considered to be not in the best interest of the Board, an employee may be discontinued without adverse judgment against the worker.

SALARY:

An employee promoted to a higher position may receive a salary adjustment as determined by the Board.

Salaries will be reviewed by the Board annually following our annual audit. Adjustments will be made based primarily on the financial condition of the store and any other factors that the Board deems necessary.

PAY PERIOD:

A pay period begins on Thursday and runs through Wednesday Evening.

Work Week: A work week is defined as forty (40) hours. Current work schedules normally total less than forty (40) hours including unloading trucks and taking inventory. In some instances, 40 hours could be exceeded. Employees required to work overtime will receive pay at the rate of 1½ hours for each hour of overtime.

NO DRINKING ON PREMISES ANYTIME:

No signs of over-indulgence the night before. Anytime an employee purchases a bottle, they must remove it from the store at once and keep the receipt in the bag with the bottle. No bottles belonging to anyone are allowed to be

kept on the premises. The Manager finding an employee not able to perform his or her duties shall send the person home and take proper disciplinary action.

VACATION/SICK LEAVE:

Vacation time and sick leave for full-time employees are:

- (a) once employed for one year, they will receive a week of vacation time (forty hours).
- (b) once employed for two years or more, they will receive two weeks of vacation time (eighty hours).

An employee may choose to receive pay for accumulated vacation time not used during the year period.

A full time employee will receive twelve (12) days each year for sick leave.

Unused sick leave can accumulate up to thirty (30) days but no more than thirty (30) days can be used in one year.

FUNERAL LEAVE:

Funeral leave shall be granted to an employee to attend the funeral of a member of the employee's family.

Length of funeral leave shall be two (2) days, if needed, for a death in the immediate family. Immediate family includes spouse, child, parent, brother, sister, grandchildren, son-in-law, daughter-in-law and Grandparents.

For more time off, or to attend a funeral of other relatives or friend, the employee may charge the leave time to sick leave or leave without pay. Approval depends on the availability of workers.

MANDATORY RETIREMENT:

The Board realizes that age does not necessarily diminish an employee's value. For this reason, it has a fluctuating mandatory retirement age. An employee who reaches the age of sixty-five (65) will be given the opportunity to continue work if he or she chooses. However, the Board reserves the right to review each year the performance of any individual who works beyond the age of 65. The Board will decide, annually, whether or not to enforce mandatory retirement based on an evaluation of the employee's performance and capacity to perform his duties.

BENEFITS:

Group Health and Life Insurance, Dental and Prescription Benefits are provided for each full-time employee. The premiums on this insurance is paid by the City of Shallotte ABC Board.

A new full-time employee who is hired will have Group Health and Life Insurance, Dental and Prescription Benefits paid by the City of Shallotte ABC

Board, the dependent coverage will not be provided by the ABC Board. If the employee prefers to have his or her dependent covered on the ABC policy, the premium has to be paid by the employee.

Full-time employees and the ABC Board save for their retirement. You contribute 6% of your salary and the Board contributes to the cost of this benefit as established by the North Carolina Legislature.

Full-time employees contribute to the retirement system until they retire, regardless of age. The Board also contributes as long as they are employed.

The contributions are based on actuarial calculations so that your benefits can be provided on a sound basis.

In addition to the death benefit included in our group hospital and medical benefits insurance coverage after one (1) year of ABC Board employment, members of the N.C. local governmental employees retirement system are eligible for a death benefit. It is free, but, cannot be transferred if you should leave the ABC Board service. The beneficiary is paid an amount equal to the employee's salary earned in the year before his death. The amount is paid in a lump sum, not exceeding \$20,000.00.

Shallotte ABC employees are fully covered under the worker's compensation laws which provide payment for lost time and medical attention if you have an accident while on the job.

PAID HOLIDAYS FOR FULL TIME EMPLOYEES:

New Year's Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Day

SALE TO INTOXICATED PERSON:

It is unlawful for an ABC Store employee to knowingly sell or give alcoholic beverages to any person who is intoxicated. Sales to anyone visibly intoxicated are prohibited. Employees are cautioned to differentiate between the person who has had something to drink and the one who has had too much to drink. Before declining to sell, however, employees should be aware that the customer may be disable or handicapped in his movements because of factors other than alcohol. Never accuse a customer of being "drunk". Use diplomacy and courtesy in declining to sell.

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

HARASSMENT:

We are committed to providing a work environment that is free of discrimination. We maintain a strict policy prohibiting unlawful harassment, including sexual, racial or religious harassment and will not tolerate harassment of the Board's employees by anyone, including any manager, co-worker or vendor.

SEARCH/POLYGRAPH:

We reserve the right to search and question employees and all other people.

entering and leaving a store and to inspect any packages, parcels, purses, handbags, briefcases and lunch boxes or any other possessions or articles carried to and from the store.

We also reserve the right to search any office, desk, files and locker or any other area or article on store premises. Inspections may be conducted at any time at the discretion of the Board.

INCLEMENT WEATHER:

Your safety is our primary concern during bad weather. Notify the Manager if safe travel to work is not possible. The Manager will decide when weather conditions are cause of the store to close early, open late or not open at all. Contact the Manager if you have any questions about the store opening or closing due to bad weather.

IN STORE GUIDELINES

SAFETY:

Our facilities and procedures are planned to be safe and convenient for employees and customers. Familiarize yourself with the location of fire extinguishers and with procedures for emergencies.

Notify your manager immediately of any illness or injury, no matter how small, so first aid or medical attention can be given if needed.

IN-STORE RULES:

1. All store personnel are to be properly dressed at all times while on duty.
2. Conduct any personal business outside of store work hours.
3. Store employees may provide information about alcoholic beverages, but may not recommend brands.
4. Discourage customers from loitering in the store.
5. Don't argue with anyone, if they try to cause trouble, call 911.
6. Always check the customers ID to make sure they are 21 years old.
7. Don't take any two party checks. **NO EXCEPTIONS!!!**
8. No seal on a bottle of spirituous liquor is to be opened on the premises of the ABC Store.
9. Put liquor rebates and price reduction coupons on the shelf and remove the outdated ones as needed.
10. Keep shelves stocked tight - daily.

11. Keep mini bottles stocked.
12. Face up shelves ~ daily and replace any price numbers that need replacing.
13. Keep the side storage room straight and put all mini bottles on the shelves.
14. Dust bottles and shelves.
15. Put paper bags on the shelf each Friday in the side storage room after they are delivered to the ABC Store.
16. Restock paper bags under counters each Monday and put the bag holders in the trash can.
17. Write down the stock number for each case put on the shelf.
18. Empty all three trash cans when needed.
19. Pick up any trash thrown in parking lot or found on the ABC Store premises including each side of the store.
20. Mop floors on Monday, Wednesday and Friday, using approximately one oz. of the cleaner found in the utility room.
21. Telephones in store and office are for business use. They must be available for the calls made daily and for mixed beverage outlets to call in orders. Lengthy personal conversations by telephone are not permitted.

STORE INVENTORY:

An inventory of items in the store will be taken quarterly. Store personnel are required to assist with this inventory as needed by the Manager. Store personnel are also required to assist with unloading regular inventory shipments.

Since attendance is required for all employees to assist with inventory. Vacation time will not be authorized on the day that inventory is scheduled.

WHAT TO DO IN CASE OF A ROBBERY:

Remain calm and do what you are told. Do not resist.

Pay close attention to how the assailant looks, especially any unusual features or characteristics, so that you can identify them later.

When the assailant leaves, hit the alarm, call 911 and lock the door until the police arrives. Do not hit the alarm until the assailant has left.

Do not touch anything that may remove or destroy evidence or fingerprints.

CLEANLINESS OF THE STORE:

Every employee is responsible for helping to keep the store neat and clean. Keeping the store clean is a constant duty in addition to assigned cleaning duties. Exterior of the building and grounds included.

HANDLING OF MONEY:

The Store Manager, Assistant Manager and clerks will be held responsible for change funds that are entrusted to them. No borrowing from money bags. The bags will be checked from time to time. The \$100.00 shall be counted and corrected daily or every time the cashier checks out.

No checking out or counting money is to be done at the front of the Store. When doors are locked, cashiers are to carry drawers to rear of store and check out. Cashiers checking out during day -- ALWAYS go to rear of store to count money.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK:

This EMPLOYEE HANDBOOK is for both new and present employees. It is designed to provide you with a brief outline of Shallotte ABC Board's policies, benefits and procedures. If you have any questions or need additional information, please check with your Manager.

All policies, practices, procedures and benefits described in this handbook may be improved, modified, changed or discontinued without prior notice and with retroactive effect.

Nothing contained herein shall be deemed to be a contract or work guarantee between the Shallotte ABC Board and an employee. This handbook is current as of April 13, 1999 and replaces all previous Employee Handbooks.

DATE: _____, 20____

SIGNATURE: _____

**TRAVEL POLICY
SHALLOTTE ABC BOARD**

1. All trips to meetings or conventions by employees or Board Members must have prior approval by the Board.
2. Should a spouse accompany an employee or board member, their expenses will be their sole responsibility. The Board will not bare this responsibility.
3. Mileage will be at the rate approved by the IRS. Accurate records and receipts must be kept for reimbursement.
4. While attending meetings or conventions, it will be the obligation of the attendees to be present for the meetings.

ing age, length of service, and any other criteria for retirement from the organization.

Sanford ABC Board will schedule pre-dismissal hearings and may conduct exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to ABC Board, or return of ABC Board-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Sanford ABC Board is based on mutual consent, both the employee and the ABC Board have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid.

Business Ethics and Conduct

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

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

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

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

Compliance with this policy of business ethics and conduct is the responsibility of every Sanford ABC Board employee. Disregarding or failing to comply with this standard of

business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Immigration Law Compliance

Sanford ABC Board is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Sanford ABC Board within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the General Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Customer Relations

Customers are among our ABC Board's most valuable assets. Every employee represents Sanford ABC Board to our customers and the public. The way we do our jobs presents an image of our entire ABC Board. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give our customers.

Customers who wish to lodge specific comments or complaints should be directed to the General Manager for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to our customers are a reflection not only of ourselves, but also of the professionalism of Sanford ABC Board. Positive customer relations not only enhance the public's perception or image of Sanford ABC Board, but also pay off in greater customer loyalty and increased sales and profit.

Customer Accident/Injury

Complete a store incident report with a full description of what happened. Record witnesses' names and phone numbers. If possible, take pictures of the accident and of the area where the accident occurred. Advise injured party that we will report the incident to our insurance carrier and a representative will contact them. Report the occurrence to