

# **Wake County Alcoholic Beverage Control**



## **Employee Handbook**

**Adopted by the Wake County  
Alcoholic Beverage Control Board**

# Wake County Alcoholic Beverage Control Employee Handbook

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# Wake County Alcoholic Beverage Control Employee Handbook

Welcome to the Wake County Board of Alcoholic Beverage Control!

On behalf of the Board, I welcome you and wish you success and many years here.

We believe that each employee contributes directly to the Board's growth and success, and we hope you will take pride in being a member of our team.

We often hold a mantra that matches what we sell.

S - Service

P – Passion

I - Integrity

R - Respect

I - Inventory

T - Teamwork

Our Employee Handbook has been developed to describe some of the expectations for our employees and to outline the policies, programs and benefits available to eligible employees. You will want to be familiar with the contents of the Employee Handbook because it will answer many questions about your employment here.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Bryan Hicks  
General Manager

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## ORGANIZATION DESCRIPTION

### I. Wake County Board of Alcoholic Beverage Control - Charter and Structure

The Wake County Board of Alcoholic Beverage Control strives to make alcoholic beverages available for consumption, while protecting both the consumer and the general public, to optimize profitability, and to distribute funds benefiting the community and local governments.

The Wake County Board of Alcoholic Beverage Control wants to consistently provide good customer service in a pleasant shopping environment.

The Wake County Board of Alcoholic Beverage Control is a local political subdivision of the State that operates as a separate entity overseen by a Board of five (5) members who are appointed by the Wake County Board of Commissioners.

### II. Facilities and Locations

The Wake County Board of Alcoholic Beverage Control currently operates over twenty stores and/or mixed beverage locations throughout the county and a warehouse.

### III. The History of Wake County ABC Board

The Wake County Board of Alcoholic Beverage Control was established in June of 1937 by a vote of the citizens of Wake County. The election to begin a county ABC Board produced 7,921 citizens voting for and 6,565 voting against. The election was the culmination of Prohibition ending and the State approving a control system.

During the legislative session of 1935, the citizens and legislature were growing dissatisfied with North Carolina's Prohibition Law, The Turlington Act. By the end of the session, the legislature authorized the Governor to appoint a commission to study the question of control of alcoholic beverages and report to the 1937 assembly. The Governor then appointed a commission in 1936 that presented its report to the 1937 legislature after holding hearings at various locations in the State.

The commission felt if the 1937 legislature adopted a control system the counties voting to establish stores would be able to control and regulate the sale of alcoholic beverages better under a monopoly system. The commission felt the monopoly system nearly removed liquor control from politics and emphasized the welfare of society rather than revenue or profits. The profits from the Wake County Board of Alcoholic Control are appropriated for alcohol and substance abuse education, rehabilitation and research; law enforcement; local government and municipalities, as well as working capital for growth projects.

In 1937 the commission submitted an ABC bill to the General Assembly and it passed with some

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modification. The bill allowed for the establishment of a local ABC store, hence a Board, in each county voting in favor of liquor sales. Some counties are dry with local municipalities voting to establish an ABC store. County or municipal ABC Boards are local independent political subdivisions of the State. They operate as local government entities establishing their own policies and procedures within the guidelines of ABC laws and State ABC Commission rules.

## **Handbook Purpose**

This Employee Handbook (the “Handbook”) is designed to help you become more familiar with the Wake County Board of Alcoholic Beverage Control (the “Board”). It is a summary of our policies and procedures and will provide you with positive guidance in your day-to-day working life. Please read it carefully. It does not address every situation that will arise and, therefore, is not intended to be an exhaustive set of rules. Since this Handbook cannot provide all the details on any given subject, you should feel free to ask your manager, supervisor, or Human Resources about any sections which need clarification. As in all matters, the Board will use its discretion to take action that it believes is appropriate in the particular circumstances.

This Handbook and its related policies, practices and procedures are not contractual commitments or obligations between the Board and its employees. You have the right to terminate the employment relationship at any time, for any reason. Similarly, the Board may terminate the employment relationship, at any time, for any reason or no reason at all, with or without cause or notice.

This Handbook supersedes all previously issued ones. Changes will be made from time to time based on Board input and the needs of the business. Therefore, the Board reserves the right to modify the Handbook in whole or in part as required. You will be notified of changes as soon as possible; however, where differences occur, official policies, procedures or benefit plans are the governing documents.

## **Customer Relations**

Customers are among our most valuable assets. Every employee represents the Board to our customers and to the general public. The way we do our jobs presents an image of the entire Board. Customers form an opinion of the Board 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 to customers. It is our intention that customers visiting a store or the warehouse will have a pleasant shopping experience while doing business with the Board.

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The Board will provide customer relations and service training to all employees who have frequent customer contact. If a customer wants to make a specific comment or a complaint, you should direct the person to the Assistant General Manager for appropriate action or have them complete a Customer Response card. Customer Response cards are available in all Board locations.

Please remember that contact with the public, your telephone manners, and any communications you send to customers reflect not just on you but also on the professionalism of the Board. Outstanding customer relations build greater customer loyalty and a more successful operation.

## 101 Nature of Employment

The Employee Handbook gives a general understanding of the policies, procedures and benefits of the Board. Because it answers many common questions, you will want to review all the policies in the Handbook and become familiar with them.

However, this Handbook cannot cover every situation or answer every question about employment at the Board. This Handbook is also not an employment contract and is not intended to create contractual obligations of any kind.

You became an employee at the Board voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that the Board may terminate your employment at will at any time for any reason or no reason, with or without cause or advance notice.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that the Board has the right to make changes. The only official changes to this Handbook are changes that are authorized and signed by the General Manager.

The General Manager, under the authority given by the Board, retains ultimate authority to exercise all managerial functions, including the right:

- To assign, supervise, coach, discipline and dismiss employees;
- To determine and change starting times, quitting times and schedules;
- To transfer and promote employees within or into departments or stores;
- To determine and change the size and qualifications of the work-force;
- To determine and change methods by which its operations are to be carried out;

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- To assign duties to employees in accordance with the Board's needs and requirements.

## 102 Employee Relations

It is our belief and policy that problems between employees and management can be worked out satisfactorily through honest and frank discussions in an atmosphere of mutual trust, respect and cooperation.

We strive to provide the best possible working conditions, benefit programs, retirement, competitive pay, fair treatment and equal opportunity for all our employees.

We will always make every moral and legal effort to maintain our positive employee relations without a third party interfering with our working relationship.

## 103 Equal Employment Opportunity

The Board is an equal opportunity employer. As such, the Board offers equal employment opportunities without regard to race, color, religion, sex (including pregnancy and gender identity), national origin or citizenship status, age, disability, genetic information, veteran's status, and other protected class characteristics. These opportunities include all terms, conditions, and privileges of employment, including but not limited to hiring, job placement, training, compensation, discipline, advancement, and termination.

Employees who believe they are being or have been unlawfully discriminated against must immediately report the incident to Human Resources. Retaliation against employees who report perceived discrimination or who participate in investigations as witnesses or in other capacities also is prohibited and must be reported as set forth above. The Board does not authorize or condone unlawful discrimination or retaliation. If any employee is found to have unlawfully discriminated or retaliated against any other employee, appropriate disciplinary action up to and including termination will be taken.

**Reasonable Accommodation for Disability.** The Board will provide reasonable accommodations to qualified individuals with known disabilities unless such accommodations would pose an undue hardship to the Board. Reasonable accommodations will be made to allow individuals to participate in the application process, perform essential job functions, and enjoy equal benefits and privileges of employment. Individuals with disabilities are responsible for requesting reasonable accommodations and providing all medical documentation requested that is needed to verify the existence of the disabilities and to identify and assess potential reasonable

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accommodations. Requests should be directed to Human Resources.

**Reasonable Accommodation for Sincerely Held Religious Beliefs.** The Board will provide reasonable accommodation of an individual's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement unless such accommodations would pose an undue hardship to the Board. Individuals who believe they need an accommodation are responsible for requesting reasonable accommodations by submitting a written request to Human Resources.

## 104 Business Ethics and Conduct

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

The continued success of the Board is dependent upon our customers' trust and we are dedicated to preserving that trust. All employees have a responsibility to the Board, their co-workers and customers to act in a way that will merit the continued trust and confidence of the public.

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

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the General Manager for advice and consultation. Retaliation, harassment, or other reprisal against employees who in good faith report known or expected violations of applicable laws, regulations and policies is prohibited.

Compliance with this policy of business ethics and conduct is the responsibility of every 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.

## 105 Personal Relationships in the Workplace

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale

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issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative (either by blood or marriage) as a brother, sister, spouse, son, daughter, father, mother or individual living under the same roof. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship.

Dating relationships between employees must begin, and at all times remain, welcome and voluntary by both parties and not result in conduct in violation of any Board policy, procedure, or practice, including, but not limited to, the Unlawful Harassment and Discipline policies. Favoritism, bias, harassment, inappropriate conduct (including display of affection or sexual advances or conduct in the workplace), or impairment of morale, productivity, efficiency, performance, or the Board's best interest, or adverse impact on other employees' terms, conditions, and privileges of employment resulting from such relationships is prohibited.

Relationships involving employees, one of whom manages, supervises, assigns work, or makes decisions involving the other employee's employment (e.g., evaluation, compensation, promotion, discipline) or is in the other employee's line of management or holds a higher level position within the Board, must be reported immediately to Human Resources by the employee who holds the higher level position. Employees who manage, supervise, assign work, or make decisions involving the other employee's employment will not be permitted to continue to exercise such authority. The ending of any such relationship must be reported immediately to Human Resources by the employee that is managed, supervised, etc., by the other employee or as otherwise directed by Human Resources.

The ending of any relationship described by this policy must be reported immediately to management by the employee that is managed, supervised, etc., by the other employee or as otherwise directed by management.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment.

Employees who believe that a violation of this policy has occurred must report the matter immediately to management. Retaliation against employees who report such violations or participate as a witness or in any other capacity in an investigation of any such report is prohibited and, likewise, must be reported to human resources immediately.

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## 106 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Board wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the General Manager for more information or if you have questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Board's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms or individuals. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they immediately disclose to the General Manager the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Board does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Board.

Employees are prohibited from knowingly accepting a gift or favor regardless of value, directly or indirectly, from a person or business entity who is seeking to do business of any kind with the Board, has done business with the Board in the past year, or who has a financial interest that may be substantially or materially affected by the performance or nonperformance of the employee's work. A supervisor may not under any circumstances accept a gift from an employee. To do so may create a situation where some employees will feel they must participate to preserve their jobs.

Employees are expected to report suspected violations of this Conflicts of Interest policy to the General Manager, or, if the General Manager is the perceived violator, to the Board. Retaliation, harassment, or other reprisal against employees who in good faith report known or expected violations is prohibited.

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## 107 Outside Employment and Activities

We recognize that employees may have other employment or business activity independent from the Board. We hold all full-time employees to the same performance standards and scheduling expectations regardless of whether they have other jobs. It is the expectation of the Board that other employment or business associations not interfere with your obligations as an employee of the Board. Should outside employment activity begin to interfere with your responsibilities as a Board employee, it will be your responsibility to satisfactorily resolve the situation. Failure to do so may result in termination of your employment.

**Note:** The Alcoholic Beverage Control Laws and Regulations of North Carolina state that no local board member or employee shall have any direct or indirect interest in any manner whatsoever in any firm, corporation, company or enterprise that manufactures, produces, buys, mixes, bottles, sells, stores or transports spirituous liquor.

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with a civic organization and/or may attend religious or political meetings. However, no applicant or employee shall be required as a condition of hire, continued employment, or promotion to contribute funds for religious, political, and/or partisan purposes, and no employee shall coerce or compel contributions from another employee of Wake County Alcoholic Beverage Control for religious, political, and/or partisan purposes.

## 108 Open Door Policy

We cannot emphasize enough that management wants to know when employees think that they are not being treated fairly or a policy is not being administered properly or consistently. Most problems arise from a misunderstanding. The best way to clear up any misunderstanding is to talk it over with the people who have the authority to do something about the problem. That is why we have an "Open Door Policy".

If an employee has an issue that he/she wants to bring to management's attention, this issue can be presented informally through the Open Door Policy. The Open Door Policy means that an employee can speak to any member of management he/she thinks is best equipped to help with the particular concern. No doors are closed but, whenever possible, an employee should go to their immediate manager or supervisor first.

The Open Door Policy can only be effective if it is used. However, there may be a time when an employee is not satisfied with the results he/she gets from the Open Door, or may think that it is not appropriate for a particular situation. If an employee thinks that a more formal approach to

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the problem is appropriate, he/she is encouraged to speak with the General Manager or Human Resources.

For concerns related to perceived discrimination, retaliation or harassment, please refer to the reporting procedures in the Equal Employment Opportunity and Unlawful Harassment policies.

## 109 Fitness for Duty and Lifting Requirements

It is the goal of the Board to provide a safe environment for both employees and customers and to ensure that employees are able to perform the various functions of their job. To accomplish this goal, the Board has adopted the following fitness for duty policy:

- All employees are expected to be physically and mentally fit to perform their jobs in a safe manner at all times. If you are not able to perform your job or if you are taking medication that might affect your ability to do your job, you must inform Human Resources immediately.
- If a manager believes you are not fit to perform your duties, one or more of the following may occur: you may be sent home, relieved of certain duties, assigned to different duties, assigned to light duty, requested to take a medical examination, or asked for an explanation which may result in being suspended without pay or termination.
- As a condition of employment, if a manager or other supervisory personnel reasonably believes, based on objective evidence, that your ability to perform the essential functions of your job is impaired by a medical condition or you pose a direct threat due to a medical condition, you may be requested to undergo a medical examination to determine your fitness for duty.
- Any employee who refuses to cooperate with a determination of whether he or she is fit for duty may be subject to corrective action, up to and including termination.
- If you are not fit for duty, you may be eligible for benefits, such as sick leave, worker's compensation, or group health care. If you are not able to perform some duties due to a disability, but can perform others, the Board will make reasonable accommodations for your limitations, unless such accommodations would pose an undue hardship to the Board.
- This policy will be interpreted and applied so as to conform to applicable law, including the Americans with Disabilities Act (ADA). As noted in the Equal Employment Opportunity policy, the Board will provide reasonable accommodations to qualified individuals with known disabilities unless such accommodations would pose an undue hardship to the Board. Reasonable accommodations will be made to allow employees to perform essential job

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functions, and enjoy equal benefits and privileges of employment. Employees with disabilities are responsible for requesting reasonable accommodations and providing all medical documentation requested that is needed to verify the existence of the disabilities and to identify and assess potential reasonable accommodations. Requests should be directed to Human Resources.

- All full-time store and warehouse personnel must be able to regularly lift cases weighing up to 50 pounds. The ability to use a hand truck in the performance of daily duties is required, as well as bending and stooping to clean shelves, stock inventory, unload trucks and handle product. Warehouse employees may be required to operate a fork lift and may also be required to qualify for a Commercial Driver's License.

## 110 Post Offer, Pre-Placement Policy

It is the goal of the Board to provide a safe environment for both employees and customers and to ensure that employees are able to perform the various functions of their job. To accomplish this goal, the Board has adopted the following Post Offer, Pre-Placement Policy.

The Board utilizes the WorkSTEPS® evaluation program for all individuals offered employment in warehouse and store positions. Recognizing that every job and every employee are different, the tests are utilized to determine whether or not the employee can safely perform job duties.

The Board will provide reasonable accommodations to allow individuals to participate in the evaluation process unless such accommodations would cause an undue hardship. Candidates who believe they need an accommodation to participate in the testing program must request such accommodations. To minimize or avoid delays in testing, the Board asks candidates to advise the Board of the need for any accommodation as soon as possible after you have received a conditional offer of employment.

### **Policy:**

All persons offered employment in warehouse and store positions will be required to successfully complete a functional employment test. Following is the process that generally will be followed:

1. Candidates should report to personnel office to complete the necessary application forms.
2. The General Manager and/or any other authorized staff member will interview candidates.

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3. The General Manager and/or any other authorized staff member will offer employment to those candidates deemed to be the most qualified and suitable for the positions sought. The offer of employment will be contingent upon the successful completion of a post-offer drug screen and the functional employment test.
4. Upon receiving conditional offers of employment, candidates will be given written job descriptions and additional written information regarding the post-offer/pre-placement functional employment test. After carefully reviewing this information and/or consulting with their personal physicians, candidates must complete a release authorizing the Board, WorkSTEPS, and the licensed WorkSTEPS testing facility to conduct the post-offer functional employment tests. Requests for accommodations should be noted on the release. Depending on the nature of the accommodation sought, further discussions and/or medical documentation may be needed to identify an appropriate accommodation. Testing will be completed after the interactive process aimed at identifying appropriate and necessary reasonable accommodations is completed.
5. Once the Board receives a fully completed release and any requests for reasonable accommodation are resolved, the Board will schedule candidates for the post-offer/pre-placement functional employment test.
6. Upon reporting to the licensed WORKSTEPS testing facility, candidates will be examined by a licensed occupational or physical therapist and their staff.
7. Candidates who successfully complete the post-offer/pre-placement functional employment test will be informed of a “start” date by the Human Resources or other authorized representative of the Board.
8. The Board will notify candidates who are determined to be “not capable” of performing the essential functions of the job. Since the Board seeks to make employment decisions based on the best available objective medical evidence, candidates who receive a “not capable” result or who are unable to complete the test should provide the Board with any additional information they believe the Board should consider in evaluating the conditional offer of employment.
9. If the Board determines that the candidate is not qualified to perform the essential job functions with or without a reasonable accommodation or the candidate would pose a direct threat to the health and safety of the candidate or others, which threat cannot be reduced to an acceptable level with a reasonable accommodation, the Board will withdraw the conditional offer of employment.

### **Fitness for Duty Testing**

Fitness for duty testing may also be required of employees on an as needed basis if the testing is job related and consistent with business necessity, meaning that the Board has a reasonable belief, based on objective evidence, that the employee’s ability to perform essential job functions is or will be impaired by a medical condition or that the employee poses or will pose a direct threat due to a medical condition.

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## Additional Points

The cost of post-offer/pre-placement employment test procedures are paid by the Board. Medical information collected in connection with such tests will be maintained in confidential files in accordance with requirements of the Americans with Disabilities Act (ADA) and other applicable law and the information collected will not be used for any purpose inconsistent with such laws.

## 111 Probationary Period

A full-time or part-time employee, whether being a new hire or in an existing employee in a newly promoted position, shall serve a 90-day probationary period. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress.

Approximately every 30 days throughout the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this conference shall be submitted to the Human Resources Director once completed so that it can be included in the employee's personnel file.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire if adequate progress is not being made. An employee who does not successfully complete the probationary period may be dismissed. The Board, at its discretion, may extend the probationary period.

It is important to understand that nothing in this policy alters the at-will nature of the employment relationship that may be terminated by either the employee or the Board at any time (either during the introductory period or after its conclusion), for any reason, with or without notice.

## 201 Employment Categories

For payroll purposes, all employees of the Board are classified as either "exempt" or "non-exempt". Exempt employees are those who are not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees include those in executive, managerial, administrative or professional positions that meet the FLSA exemption. Nonexempt employees are those who are subject to the minimum wage and overtime provisions of the FLSA.

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In addition, all employees are classified as Regular Full-time Employees, Regular Part-time Employees or Temporary or Contract Workers. These classifications are important in determining eligibility for various benefits, as well as how you will be compensated. Employees fall into one of the following categories:

- **REGULAR FULL-TIME EMPLOYEE** - Regular Full Time employees are regularly scheduled to work the full-time schedule. Regular Full-time Employees are eligible for all Board benefit programs, subject to the terms, conditions, and limitations of each benefit program. REGULAR FULL-TIME employees are scheduled to work 40 hours each week.
- **REGULAR PART-TIME EMPLOYEE** - Regular Part Time Employees are scheduled to work less than 40 hours each week. Regular Part-Time employees are only eligible for benefits as required by state or federal law. For example, part time employees who work at least 1000 hours in a year may be eligible for participation in the retirement plan.
- **TEMPORARY OR CONTRACT WORKERS** - On occasion, temporary or contract workers may be hired. Individuals in these classifications are not eligible for benefits.

## 202 Access to Personnel Files and Information

The Board keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, performance documentation, and other employment records. Personnel files are the property of the Board, are strictly confidential (subject to applicable law, as set forth below), and are retained in locked files to maintain a secure environment. By appointment and in the presence of a designated individual, employees can review the contents of their personnel file. Contents are not to be removed or copied when an employee is reviewing his/her file.

In compliance with North Carolina General Statutes, certain information about each Board employee is a matter of public record, including but not limited to:

- Name
- Age
- Date of original employment or appointment to the service
- The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent the Board has the written contract or a record of the oral contract in its possession.
- Current position
- Title
- Current salary
- Date and amount of each increase or decrease in salary with the Board. For the purposes

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of this subsection, the term “salary” includes pay, benefits, incentives, bonuses, and all other forms of compensation paid by the Board.

- Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the Board.
- The location or office to which the employee is currently assigned.

Any person may have access to personnel information that is a public record under applicable law for the purpose of inspection, examination, and copying, during regular business hours. The General Manager will prescribe necessary forms and reports for all personnel actions and will retain records necessary for the proper administration of the personnel system. There shall be one set of official personnel files, centrally located as designated by the General Manager.

All information contained in the employee’s personnel file, other than information made public by applicable law, is confidential and shall be open to inspection only in certain circumstances prescribed by applicable law, including but not necessarily limited to:

- The employee or their duly authorized agent may examine all portions of the employee’s personnel file except letters of reference solicited prior to employment, and information concerning a medical disability (mental or physical) that a prudent physician would not divulge to the patient.
- A licensed physician designated in writing by the employee may examine the employee’s medical records.
- An employee having supervisory authority over the employee may examine all material in the employee’s personnel file (except health- and medical-related information).
- By order of a court of competent jurisdiction, any person may examine all material in the employee’s personnel file.
- An official of an agency of the State of North Carolina or Federal Government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the General Manager to be necessary and essential to the pursuit of a proper function of the inspecting agency. No information shall be divulged for the purpose of assisting in a criminal prosecution of the employee or for the purpose of assisting in an investigation of the employee’s tax liability. However, the Human Resources Director may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.
- An employee may sign a written release to be placed in their personnel file that permits the record custodian to provide, either in person, by telephone, or by email, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.

Pursuant to applicable law, some types of information, even if considered a part of the personnel file, need not be disclosed to the employee or any other person.

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

This policy provides only a summary of the laws applicable to access to personnel files and information. For more information, please refer to the applicable North Carolina General Statutes.

## **203 Requests for Employment References and Information**

The Board treats all personnel information in accordance with applicable law.

All requests for employment verification and references must be directed to Human Resources. Human Resources will provide only verification of employment and dates and positions held, unless applicable law requires otherwise. Supervisors and managers are not authorized to provide references, even “personal” references, on a current or former employee and must refer all such requests to Human Resources for handling.

## **204 Personnel Data Changes**

It is important for the employee's personal data to be kept accurate and current at all times. This is necessary if there is a need to contact the employee due to schedule changes or other such events, or in the event of an emergency.

It is the responsibility of each employee to promptly notify us of any changes in personnel data, including contact information, name changes, beneficiaries and marital status. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such information should be accurate and current at all times. At any point personnel data changes, notify the Human Resources department.

## **205 Performance Evaluation Program**

We encourage employees and supervisors to discuss job performance and goals on an informal, day-to-day basis. In addition, two times a year, each employee will have a formal performance evaluation. The overall purpose of the Performance Evaluation Program is to establish and maintain an equitable system of evaluating employee performance, based on job-related criteria, with goals of improved performance and greater accountability for results. In addition, we want to provide an environment where employees and supervisors are encouraged to communicate regularly with regard to work expectations, responsibilities and accountability.

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The Performance Evaluation Program is designed with the following objectives in mind:

**Communication:** To create and maintain an atmosphere for open and frank communications between supervisors and employees concerning job performance and expectation; to ensure that feedback is provided on a regular, on-going basis between supervisors and employees; and to ensure that all employees have the opportunity to discuss and understand organizational goals

and expectations of the individual employees, the various departments and the store guidelines as a whole.

**Performance Improvement:** To regularly discuss the job performance of store employees based on job-related criteria; to identify during that discussion both accomplishments and areas for performance improvement for each employee; to discuss specific plans for those areas in which performance improvements need to be made.

**Career Development:** To provide information which can be used jointly by supervisors and employees to determine appropriate training needs and resources. To discuss and identify how employees can prepare for potential advancement opportunities where appropriate.

**Personnel Actions:** To provide background information and documentation for determining personnel decisions such as promotions, performance increases, reductions-in-force, demotions, transfers, granting of regular status, termination and other personnel actions.

**Rewards:** To establish a system whereby employees receive recognition when it is earned, and where appropriate, to use the performance evaluation program as the basis for financial reward of those employees whose accomplished results merit such rewards.

## 301 Employee Benefits

Benefits are a large part of your total compensation package and play a significant part in your personal and family financial planning. The Board is proud to offer a comprehensive and competitive benefits package to eligible employees. Some benefits are employer paid while others require a contribution by the employee. All of the Board's benefits are reviewed periodically to modify and improve them as necessary to keep them current. This Handbook provides only general information about employee benefits. The exact terms and conditions of the benefits may be governed by benefit plan documents. If the plan document provisions conflict with the information in this Handbook, the benefit plan document will govern. The availability of any particular type of insurance or coverage is subject to change. Notices of changes will be given as soon as practical.

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Dependent coverage is optional and available with some of the benefits offered by the Board. Since the definition of "dependent" may vary from plan to plan, please refer to the plan documents or contact Human Resources.

The benefit programs currently available to eligible employees include:

- \* NC401 (k) Savings Plan
- \* Local Governmental Employees' Retirement System
- \* Health Insurance (includes Vision Care Benefits)
- \* Health Reimbursement Arrangement Account
- \* Dental Insurance
- \* Holidays
- \* Vacation Benefits
- \* Sick Leave Benefits
- \* Life Insurance and Supplemental Life Insurance
- \* Long-Term Disability
- \* Short-Term Disability
- \* Family and Medical Leave
- \* Bereavement Leave
- \* Jury Duty Leave
- \* Military Leave
- \* Credit Union and Banking Benefits

NOTE: Many benefits are described in detail in booklets which you will receive from Human Resources.

## 302 Vacation Benefits

Vacations are intended as meaningful breaks in your work. Vacations allow every employee to renew his/her physical and mental capabilities and to remain a full productive employee.

Full-time Regular employees are eligible for Vacation benefits according to the following accrual schedule:

<u>Years of Service</u>	<u>Annual Leave</u>
• Less than 2 years	80 hours (accrued at a rate of 6.66 hours/month)
• 2 but less than 5 years	96 hours (accrued at a rate of 8 hours/month)
• 5 but less than 10 years	120 hours (accrued at a rate of 10 hours/month)
• 10 but less than 15 years	144 hours (accrued at a rate of 12 hours/month)
• 15 but less than 20 years	168 hours (accrued at a rate of 14 hours/month)

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- 20 years or more                      192 hours (accrued at a rate of 16 hours/month)

Vacation leave accrues for employees who are in pay status for one-half or more of the regularly scheduled workdays and holidays of that month. An employee is in pay status when working, on paid leave, or on worker's compensation leave.

Vacation leave may be accumulated without any applicable maximum until December 31 of each year. On December 31 of each year, any employee with more than 240 hours of accrued leave shall have the excess accrual converted to sick leave so that only 240 hours are carried forward to January 1 of the next calendar year. If the employee resigns from service with the Board, payment for accrued leave shall not exceed 240 hours, assuming the employee provides the Board with a written notice of his/her resignation at least two (2) weeks prior to the resignation date. Employees who resign without giving a two (2) week notice or who are discharged for any reason forfeit any accrued vacation. In the event of an employee's death, payment for accumulated vacation leave is made to the estate of the deceased.

An employee must submit a request for vacation leave to their supervisor. If your request is approved at this level, it will be forwarded to the General Manager's office. The General Manager must limit the number of employees on vacation at any one time and will consider requests for vacation on a first-come basis. Full week requests will receive higher priority than partial week requests and will be approved further in advance. Because of increased retail activity, store employees will not be granted vacation during the month of December. The dates and duration of vacations must be approved by a supervisor and the General Manager.

Pay is not available in lieu of time off for vacation.

## 303 Holidays

The Board typically observes the following holidays:

- \* New Year's Day (January 1)
- \* Martin Luther King Day
- \* Easter Monday (Monday after Easter)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Veterans Day
- \* Thanksgiving (fourth Thursday in November)
- \* Christmas (December 25)

Regular full-time employees are eligible for Holiday pay at their regular base salary or hourly rate.

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If the designated holiday falls on a Sunday, the following Monday will be recognized as the holiday and the Board will be closed.

In addition, the General Manager has discretion to decide if stores will remain closed for two work days following Christmas Eve. Christmas Day is considered a paid holiday and the day after Christmas Day is considered the employee's day off for the week. The Board reserves the right to adjust the holiday schedule as it deems necessary. For purposes of calculating overtime, holiday hours are not included when determining hours worked during a week.

## **304 Workers' Compensation Insurance**

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related injury or illness, Board employees are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of your work-related injury or illness. In general, however, all medical expenses incurred in connection with a work-related injury or illness are paid in full, and partial salary payments are provided subject to the provisions of the worker's compensation policy.

When an employee is injured or becomes ill on the job, he/she must immediately report such injury or illness to the supervisor and to the Human Resources department. This ensures that the Board can assist the employee in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently delay or jeopardize an employee's right to benefits in connection with the injury or illness.

Questions regarding workers' compensation insurance should be directed to Human Resources.

## **305 Sick Leave Benefits**

The Board provides paid sick leave benefits to Regular Full-time employees. Sick leave may be used when an employee's illness or injury necessitates their being absent from work, or when they must care for a member of their Immediate Family who is ill. For purposes of this policy, "Immediate Family" shall be defined as a spouse, child, parent, brother, sister, grandparent, grandchild, and the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Eligible employees will accrue sick leave benefits at the rate of 80 hours per year (6.66 hours for every month). To be eligible to earn sick time, you must be in pay status (as defined in the Vacation Benefits policy) at least one-half of the scheduled working days of a month.

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Employees who know in advance that they will be absent for their own or an immediate family member's health reasons are asked to give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness or injury makes it impossible for an employee to request sick leave before the workday begins, employees should call as soon as possible so that arrangements can be made to cover the work load or shift. If an employee is too sick to call, a relative or other responsible individual can place the call. Extended absences of more than 2 days require a doctor's note and the Board may ask for a doctor's note for absences of 2 days or less. To be paid for sick leave for absences of more than 2 days, you must provide a doctor's written verification. Absence without notice may be grounds for termination. Furthermore, taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination.

Sick leave benefits will be calculated based on your base pay rate at the time of your absence. Employees on sick leave for an extended absence because of an illness or injury must apply for any other appropriate available compensation and benefits, such as workers' compensation or disability. Sick leave benefits can be used to supplement payments such as workers' compensation or disability insurance programs provided by the Board. The combination of these disability payments and sick leave may not be more than an employee's normal weekly pay.

Employees absent because of their own or certain family member's serious health condition might be eligible for leave under the FMLA. Please refer to the section on Family Medical Leave Policy. Employees also might be eligible to apply for the Voluntary Shared Leave program or for an unpaid medical leave of absence, but will first need to exhaust both their accrued sick leave and vacation leave. Employees interested in any of these programs should contact the Human Resources department.

Unused sick leave benefits will be allowed to accumulate indefinitely. Employees will forfeit all accrued sick leave upon resignation or dismissal and balances are not paid out in these circumstances. For details on how sick leave balances are handled for employees who are eligible to retire at the time of resignation, please refer to the Local Governmental Employees' Retirement System booklet. The Board will accept the transfer of sick leave for employees who are participants of the Local or State Government Retirement System. However, the sick leave will not be treated as though it were earned with the Board. The sick leave amount must be certified by the previous employer.

## **306 Bereavement Leave**

The Board provides paid bereavement leave to Regular Full-time employees who need to take time off because a family member passes away. Employees are eligible for a maximum of 3 days (24 hours) paid bereavement leave for the death of a member of the employee's Immediate

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Family. For purposes of this policy, “Immediate Family” shall be defined as a spouse, child, parent, brother, sister, grandparent, grandchild, and the various combinations of half, step, in-law, and adopted relationships that can be derived from those named. After the 3 allotted paid bereavement days, the employee may use their accrued vacation and/or sick leave for additional time away from work. Approval of additional time off may depend on the availability of others to cover your responsibilities in your absence.

## **307 Jury Duty**

The Board recognizes that you may be called to serve as a juror from time to time. We support you as a responsible citizen to fulfill this duty.

Should you be selected for jury duty, you will receive the difference between your base pay and any compensation you receive for jury service for a maximum of three (3) weeks in a calendar year. This may be extended as approved by the General Manager based on unusual circumstances on an individual basis. You may be required to submit documentation from the court to certify your dates of service.

If you receive notification to serve on a jury, notify your supervisor and the Human Resources Department immediately. You must return to work immediately upon release from jury duty.

## **308 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Board's health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or qualified beneficiary pays the full cost of coverage at the Board's group rates, plus an administration fee.

When the employee has a qualifying event, the individual will receive a written notice describing rights granted under COBRA. The notice contains important information about the employees' rights and obligations. Since important deadlines apply when considering COBRA, you will want to read the documentation carefully.

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## 309 Retirement Plans

Eligible employees of the Board have two plans to participate in to provide them with an opportunity to plan and to save for later years and retirement: the Local Government Employees Retirement System and the NC 401(k) Plan. For details, please contact Human Resources and/or refer to the applicable benefit plan documents.

## 310 Longevity Pay

On June 30th of each year, employees of the Board who were hired before October 5, 1996 and with at least ten (10) years of continuous service will be eligible to receive longevity pay. Eligible employees will receive their longevity pay in one lump sum on the last working day in June, based on their annual base rate of pay as of June 30th and by the length of their continuous service and percentage pay rate from the table below:

<u>Years of Continuous ABC Board Service</u>	<u>Longevity Pay Rate</u>
• 10 but less than 15 years	1.50 percent
• 15 but less than 20 years	2.25 percent
• 20 but less than 25 years	3.25 percent
• 25 or more years	4.50 percent

Employees whose employment with the Board terminates for any reason prior to June 30th will not be eligible to receive any longevity pay.

Employees who were hired or re-employed on or after October 5, 1996 will not be eligible for longevity pay

## 311 Insurance Benefits for Retiring Employees

Retired employees of the Board who are eligible to receive medical benefits paid by the Board are as follows:

- employees currently retired with at least fifteen years of total service as employees of the Board and currently receiving medical insurance benefits;
- current active employees of the Board whose period of employment began prior to May 1, 2002 and who upon their retirement will have at least fifteen years of total service as employees of the Board; and
- active non-law enforcement employees of the Board whose period of employment

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began on or after May 1, 2002, and upon their retirement will have at least twenty-five years of total service as employees of the Board.

- active law enforcement employees of the Board whose period of employment began on or after May 1, 2002, and upon their retirement will have at least twenty years of total service as employees of the Board. The Board directs all law enforcement employees to have a minimum of five (5) years of law enforcement experience at another agency prior to Board employment.

Retired employees who are eligible for medical insurance paid by the Board will be provided group medical insurance comparable to the group medical insurance benefits provided by the Board to its active employees, until the retired employee reaches 65 years of age. Upon reaching 65 years of age, eligible retired employees will be provided Medicare Supplemental Plan J coverage.

## 312 Voluntary Shared Leave

An employee may donate vacation leave to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time (20 consecutive workdays.)

If an employee has had previous intermittent absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, the General Manager may make an exception to the 20-day period.

Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave may be donated only on a one-to-one personal basis.

An employee may not intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of obtaining leave or forcing the other employee to donate leave. Such action shall be grounds for disciplinary action up to and including dismissal.

In order to receive voluntary shared leave, an employee must have complied with existing leave rules and:

- have been employed by the Board at least 12 consecutive months
- have a prolonged medical condition (or a member of the employee's immediate family has a medical condition that requires the employee's absence for a prolonged period of

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time),

- apply to become a recipient,
- produce medical evidence to support the need for leave beyond the available accumulated leave, and
- be approved by the General Manager to participate in the program.

An employee who is receiving benefits from Long-term Disability is not eligible to participate in the program. Shared leave may be used during the required waiting period and following the waiting period provided Long-term Disability benefits have not begun.

The policy will not ordinarily apply to short-term or sporadic conditions or illness. This would include such things as sporadic, short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

A prospective recipient shall apply to participate in the program. Application shall follow the procedure established by the Board and shall include a doctor's statement.

The General Manager shall review the merits of the request and approve or disapprove.

An employee may begin using voluntary shared leave after all available sick and vacation leave has been exhausted. While using voluntary shared leave, an employee continues to earn leave; when accounting for leave, this vacation and sick leave should be used first.

The amount of leave a recipient may receive is 130 days, either continuously, or, if for the same condition, on a recurring basis. However, management may grant continuation, on a month-to-month basis, to a maximum of 260 days, if management would have otherwise granted leave without pay.

The minimum amount of vacation leave that may be donated is one day (eight hours). The maximum amount of vacation leave that may be donated:

- May not be more than the amount of the donor's annual accrual rate, and
- May not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate.

Example: Employee with 5, but less than 10 years of total service earns 15 days of vacation annually. Employee may contribute one day or more but may not reduce their vacation leave balance below 7 days.

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Any unused leave at the expiration of the medical condition, as determined by the General Manager, any additional unused donated leave shall be returned to the donor(s) and credited to the leave account from which it was donated.

If a recipient separates due to resignation, death or retirement from the Board, participation in the program ends. Unused leave shall be returned to the donor' (s) and credited to the same account from which it originally came.

For purposes of this policy, "Immediate Family" shall be defined as a spouse, child, parent, brother, sister, grandparent, grandchild, and the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

## 313 Tuition Assistance Program

Full-time Board employees in the Administrative and Law Enforcement Divisions who have been employed with the Board for 12 months or more may request tuition reimbursement for educational courses taken on their own time. The criteria for such assistance are as follows:

- Educational courses shall be defined as those which will improve the skills for the employee's current position or prepare them for future promotional opportunities within the Board. The General Manager will decide, in his/her discretion, whether a course meets this definition.
- The program does not cover the cost for any course that the Board may require. The costs for those courses shall be paid directly by the Board.
- Requests for tuition assistance shall be made in writing to the General Manager, or his/her designee, prior to course registration and are subject to the availability of funds.
- Tuition, on-line courses, books, registration, fees, laboratory fees, mandatory activity fees, and student fees are eligible expenses.
- Subject to the requirements of this policy, employees may be reimbursed for eligible expenses up to a total of \$3,500 per fiscal year which is July 1<sup>st</sup> of the current year to June 30<sup>th</sup> of the following year.
- Reimbursement will not be given until proof of completion and documentation of original payment is provided by the employee to the General Manager, or his/her designee.
- Passing grade reimbursement levels are 100% for an "A" grade, 80% for a "B" grade, and 60% for a "C" grade. No reimbursement will be given for courses taken in which the employee earns a grade lower than a "C".
- Employees who voluntarily terminate their employment with the Board within 12 months of the receipt of a tuition assistance payment must reimburse the Board for the entire amount of the payment.

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## 401 Time Sheets

Each week, managers complete time sheets so employees can be properly paid and time off be accurately recorded. Employees are responsible for signing each week's time sheet to verify that the hours recorded are correct. Employees who are working in more than one store during the week will need to sign the timesheet at each store. Federal and state laws require the Board to keep an accurate record of time worked in order to calculate employee pay and benefits.

If you are a nonexempt employee, your supervisor must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but that is not reported. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge. Before you work any overtime, you must always get advance approval.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is also a serious violation of Board policy for any employee or manager to instruct another employee to incorrectly or falsely report hours. If any manager or employee instructs an employee to incorrectly or falsely under- or over-report his or her hours worked, or alter another employee's time records to inaccurately or falsely report that employee's hours worked, the employee should report it immediately to the General Manager.

If for any reason an employee's own time records show any sort of disparity from the Board's time records or the employee's pay stubs, then the employee must report that disparity immediately to Human Resources and submit those records to Human Resources in order to ensure accurate wage payments.

## 402 Paydays and Work Week, Deductions from Pay

The Board's work week begins on Sunday at 12:01 a.m. and runs through Saturday at 12:00 midnight.

Board employees are paid semimonthly on the 15th and last day of each month. For full-time regular employees, each paycheck includes pay for all work performed through the end of the payroll period. For part-time employees, the semi-monthly paycheck will include compensation for hours worked through the work week completed prior to when payroll was processed, assuming the information was received in the office in time.

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If a payday falls on a weekend or holiday, employees will be paid on the last work day before the scheduled pay day.

Unless there are extenuating circumstances, employees should sign up for direct deposit with their bank so that the employee's pay is deposited directly into your bank account.

The Board desires to keep payroll deductions to a minimum; however, it will make deductions as required or authorized by state and federal law including, but not limited to, tax and garnishment withholdings, along with deductions made with employee consent for benefit premiums and a few other items. Employees will be expected to pay all sums due to the Board not otherwise deducted from pay by cash, check, or payroll withholding authorization.

It is Board policy to comply with federal Fair Labor Standards Act (FLSA) requirements, including salary basis requirements applicable to exempt employees. The Board prohibits improper deductions from exempt employee salary. Deductions are permissible to the extent permitted by applicable law: (1) one or more full day absences for personal reasons other than sickness or disability, or for one or more full day absences for personal reasons including sickness or disability; (2) amounts to offset pay employee has received as jury, witness or military pay; and (3) full day absences due to approved disciplinary suspension imposed in good faith for workplace conduct rule infractions. Additionally, partial or full day deductions are permissible from exempt employee salary: (1) during the first and last weeks of employment; (2) for unpaid FMLA absences; and (3) penalties imposed in good faith for infractions of major safety rules.

All employees should review paychecks carefully. If any employee discovers a mistake in pay, or an exempt employee believes that an improper deduction has been made to his/her salary, this matter must be reported immediately to the Finance Director. Reports of errors and improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, prompt reimbursement will be made.

## **501 Safety**

It is the policy of the Board to provide and maintain safe and healthy working conditions and to follow operating practices that will safeguard all employees and result in safe working conditions and efficient operation. We expect all of our employees to be safety-conscious and to assist in keeping the work areas safe. If you are aware of a condition that exists in your area that might cause harm to you or a co-worker, please report it immediately to your supervisor or to an appropriate person. Never take chances. Keep in mind that the safe way is the most efficient way. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor.

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## 502 Work Schedules

There are different work schedules at the Board depending on the location where you are assigned and whether you are a full-time or part-time employee. Store employees will be notified prior to the following work week what your schedule and work location will be. Store managers have the responsibility of scheduling employees to work so that the busier days of the week and times of the day are adequately covered. The busy times may fluctuate depending on a number of factors and managers will need to adjust schedules accordingly.

Due to the retail nature of the Board, the majority of business is done on Fridays and Saturdays. Appropriately staffing the various stores is absolutely necessary in order to run a successful operation. Since such a significant portion of sales take place on Saturdays, being able to work Saturdays is a necessary job requirement and is explained to all applicants. The Board allows employees to take off one Saturday each month, with the following exceptions:

- If July 1, 2, or 3 falls on a Saturday, employees will not be allowed to take this as a day off.
- Employees will not be allowed vacation leave in December unless approved by the General Manager.

Employees who believe they need an accommodation for sincerely held religious beliefs should refer to the Equal Employment Opportunity policy.

## 503 Firearms

The Board wishes to provide protection to any employee against safety hazards. No employee, excluding sworn law enforcement personnel, shall be allowed to possess or carry any type of firearm inside a Board store or warehouse, but may properly secure firearms in their vehicles in accordance with applicable law. It is the responsibility of every employee to immediately bring violations of this policy to the General Manager's attention. Employees in violation will be subject to suspension or dismissal.

## 504 Use of Telephones and Other Devices at Work

### Overview

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So that employees are able to perform their work in a productive, professional and efficient manner, the use of telephones (both personal cell phones and Board phones) and smart devices (such as tablets, smart watches, and the like) should be appropriate and out of necessity.

## **Use of the Wake County ABC Board phone**

Proper use of the Board phone for conducting Wake County ABC Board business is important so that it does not interfere with providing excellent customer service. For calls that come in while you are assisting customers in the store, in a courteous manner answer the call and say “Thank you for calling the Wake County ABC Board, may I put you on hold please?” When you have completed the transaction with the current customer, answer the caller on hold by saying “Thank you for holding, how may I help you?”

## **Guidelines for personal phone calls, cell phones, and smart devices while at work**

Excessive personal calls or text messages during the workday, regardless of the device used, interfere with employee productivity and safety while being distracting to both customers and other employees. Please use the following guidelines:

- A reasonable standard is to limit personal calls and text messages during work time to brief and occasional calls/texts.
- Employees are asked to make or return any other personal calls or text messages on non-work time.
- Personal cell phones and smart devices should be placed on silent/vibrate and be kept at the manager’s desk in the back of the store/warehouse.
- Other features of the cell phone and smart devices (camera, games, internet, etc.) should not be used while at work.
- Employees should ensure that friends and family members are aware of the Board’s policy.
- Flexibility will be provided in emergency situations or circumstances that require immediate attention.

## **Guidelines for Mobile Texting, Cell Phone and Email Use**

All employees are to refrain from texting or emailing while driving on Board business or any time while driving Board-owned, -leased or -supplied vehicle. Texting or e-mailing includes but is not limited to the following activities: manually entering multiple letters/numbers or text in the cell phone, PDA or other device, or reading any email or text message transmitted to the device or stored within the device. This prohibition applies regardless of the length of the text, which means it includes entering a phone number to place a call, and regardless of whether the activity

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is related to Board business, and regardless of whether the device being used is supplied by the Board.

Safety must come before all other concerns. Use of a cell phone, PDA or other such device while driving is not required by the Board. Regardless of the circumstances, including slow or stopped traffic, employees are to pull off the road and safely and lawfully stop the vehicle before engaging in the above activities.

All employees are expected to know and follow applicable state or federal laws regarding the use of cell phones or PDAs at all times. Employees must report all citations for violations of any such law while driving on Board business or driving a Board-owned, -leased, or –supplied vehicle. All reports must be made to Human Resources.

No manager, supervisor or employee is authorized to approve activities in violation of this policy.

## **Discipline**

Employees in violation of this policy are subject to disciplinary action up to and including termination.

## **505 Smoking, Vaping, Use of Tobacco Products**

The Board prohibits the use of all tobacco products and electronic smoking devices inside all ABC Stores, the warehouse, and the office building. This policy applies to vehicles owned by the Board and applies equally to all employees, as well as to our customers and visitors.

For the employees who do smoke, vape, or otherwise use tobacco products, it is expected that they:

- not let such use interfere with job responsibilities at any time,
- only smoke, vape or otherwise use tobacco products during a break or during a meal break in a designated area, and
- be considerate of co-workers and customers at all times.

The number, length, and scheduling of breaks must be approved by the immediate supervisor or manager. Excessive breaks will not be tolerated.

Employees who disregard the guidelines of this policy are subject to discipline up to and including termination.

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## 506 Break and Meal Periods

When possible, employees are encouraged to take a 10 minute paid break during every 4 hours of continuous work. Employees working shifts of 8 hours or more can take an unpaid meal break of at least 30 minutes during the middle of their shift or at a time designated and approved by the manager. Employees must be completely relieved from duty during unpaid meal breaks and must not do any work during the break.

In stores where there is only one employee working, the employee is expected to make prior arrangements to bring his/her meal to work so that it does not become necessary to close the store to get a meal, and should eat during slower periods of the shift and refrain from eating at the cash register or where customers can see him/her.

Employees may not choose to skip their meal break in order to leave early or extend their hours in order to take a longer meal break. Employees who forego paid breaks cannot leave early, request additional time off, take longer meal periods, or expect extra pay in exchange.

**Break Time for Nursing Mothers** - Reasonable unpaid break time will be provided for an employee to express breast milk for her nursing child for one (1) year after the child's birth each time such employee has a need to express the milk. Non-exempt employees must accurately record the start and end time of all such breaks using the timekeeping process. The Board will provide a place that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Please contact Human Resources for more information.

## 507 Overtime Policy

It is the policy of the Board to allocate and schedule work such that employees can accomplish their job responsibilities in a standard work week, which is 40 hours. At times, however, operational and business demands require that employees be scheduled to work beyond the hours in a standard work week. Overtime must be approved in advance by the General Manager or Assistant General Manager. Employees who are classified as non-exempt must be compensated for hours worked over 40 in a work week through granting overtime pay. It is the policy of the Board to pay all non-exempt employees (including but not limited to Administration, Law Enforcement, Store, Maintenance, and Warehouse staff) overtime pay for hours worked over forty (40) in a work week at a rate of time and one-half (1.5) their regular rate of pay.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime, or additional compensation is provided to exempt

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employees.

Each work week, Monday through Sunday, must stand on its own. Giving time off in one week for time worked in another week does not eliminate the requirements for overtime compensation. A reasonable attempt should be made to adjust an individual's schedule for extra hours worked early in the week. For example, inventory is a regular duty of ABC store work. During weeks where inventory takes place, if possible, hours worked taking inventory are to be adjusted during the same work week so the employee works only 40 hours.

The Board calculates hours overtime pay for all non-exempt employees at a rate of time and one-half (1.5) for time worked over 40 hours in a work week. Time for which employees receive pay but do not actually work (e.g., vacation, holiday, other paid time off, etc.) is not counted as time worked for the purposes of calculating overtime pay.

## **508 Emergency Closings**

Due to the nature of our business at the Board, we will make every effort to remain open during inclement weather. Employees are encouraged and expected to make necessary arrangements to ensure they are able to fulfill their responsibilities during inclement weather. Should the Board decide to close early or open late, an announcement will be made on WRAL TV/radio/website/social media. Employees should make sure their manager/supervisor has current contact information so the manager can contact the employee to relay changes or updates in the schedule during inclement weather. If the Wake County ABC Board is open and you are unable to report to work, the time will be unpaid or you can submit a request to use accrued vacation time or accumulated compensatory time for consideration.

## **509 Visitors in the Workplace**

To avoid distractions and disturbances in the workplace and to provide for the safety and security of all employees at the Board, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, safeguards employee welfare and avoids potential interruptions in productivity.

Within the ABC stores, only employees or authorized visitors are allowed in the backroom. In the warehouse, only warehouse employees are allowed on the warehouse floor unless accompanied by an appropriate person, i.e., a warehouse or office employee. Both retail and mixed beverage customers should conduct Board business in the appropriate areas and not be allowed in other parts of the facility.

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If an unauthorized individual is observed on Board property, please notify the manager/assistant manager/supervisor at the store or office. If one is not present, please ask the unauthorized individual to identify themselves and then ask them to leave the area.

## 510 Communication Systems

The Board is committed to ensuring that its employees utilize its various electronic communication systems in an appropriate manner. These systems include, but are not limited to e-mail, internet, fax, voice mail, etc., and the following rules apply:

All electronic communication systems should be used primarily for Board business. Personal communications must be held to a minimum and at no cost to the Board.

The transmission of sexually explicit images, messages, and cartoons as well as the use of ethnic slurs, racial epithets, threats, profane language, or anything that may be construed as harassment by employees is expressly prohibited.

Users should not consider any information residing, or activities conducted on, Board IT resources to be personal information, communication or property, even when stored under personal access codes and marked personal and confidential. All information transmitted on or from, received or accessed by or residing on the system is monitored and read by the Board at its discretion, even information that is understood by the user to be private and confidential. Use of the system constitutes express consent to the Board's monitoring of and access to the information. Contents of the Board's IT resources and communications systems are the property of the Board. Therefore, users should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind or form of information or communication transmitted to, received or printed from, or stored or recorded on the Board's electronic information and communications systems.

Users should not permit non-employees (other than approved vendors or trainers) access to any electronic communication system.

Users are responsible for the security of their password and all activities undertaken with their password. User passwords should never be shared or revealed to anyone (with the sole exception of a member of the IT department as may be necessary for the performance of his or her work), care should be taken in selecting a password (personal details, work activities, or other obvious items should not be used), and passwords should not be kept in unsecured areas.

Failure to follow these rules subjects the employee to disciplinary action, up to and including termination.

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## 511 Reporting Injuries

Should you be injured on the job, you must report the incident to your supervisor and/or Human Resources immediately so that you receive prompt medical attention. Failure to promptly report an on-the-job injury could also result in a loss or delay of workers' compensation coverage.

If you are injured on the job and require medical treatment, if at all possible, you will be sent to a doctor approved by our workers' compensation carrier. It is necessary that all initial and follow-up visits for medical treatment resulting from work-related injuries be with the approved provider to ensure that related fees, if covered by workers' compensation insurance, are paid for by the Board's workers' compensation insurance carrier. Emergency situations would be considered an exception to these guidelines.

If a customer is injured while visiting a store or the warehouse, employees should immediately notify Human Resources so that proper documentation can be obtained.

## 512 Polygraph Examinations

As part of its security program and as a condition of an employee's continued employment, the Board maintains the right to request that an employee take a polygraph examination at any time during the course of employment, subject to and in accordance with applicable law. Polygraph examinations may be given in connection with specific shortages of money, merchandise, or other property of the Board, or with other violations of Board policy, as permitted by applicable law.

During the pre-employment process, individuals are required to review and sign an "Agreement to Cooperate in Polygraph Security Measures" which outlines details of polygraph examinations. Employees who refuse to take a polygraph examination when requested will be subject to immediate termination, subject to applicable law.

## 601 Medical Leave (Non FMLA)

A Non-FMLA medical leave is available to full-time, regular employees with over 90 days of service who either: 1) are not eligible for leave under the Family & Medical Leave Act (FMLA) policy, or 2) have exhausted their FMLA leave. The amount of leave (both FMLA & non-FMLA medical leave) is not to exceed 26 weeks in a "rolling backward" leave year, defined as the 12-month period measured backward from the date an employee uses any leave.

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The Board will require medical documentation specifying the circumstances necessitating the leave, as well as the expected date of return to work. The Board also reserves the right to require medical documentation prior to an employee returning from such leave. If you are granted a leave, you must use all accumulated vacation time and paid sick days as part of the leave. Once paid leave is exhausted, the remainder of leave will be without pay. Your benefit accruals, such as vacation and sick leave will continue during an approved paid medical leave. At the point the approved leave becomes unpaid, benefit accruals will stop and you will be responsible for insurance premiums.

The Board cannot guarantee you reinstatement to your former position upon returning from a non-FMLA medical leave; however, every effort will be made to place you in your former job or in whatever job that is available for which you are qualified. If you do not return at the end of your approved leave, or if you accept other employment during the leave, you will be terminated.

Please contact Human Resources if you have any questions regarding a Non-FMLA Medical Leave or if you wish to apply for such leave.

## 602 Family and Medical Leave

Under the Family and Medical Leave Act of 1993, as amended (FMLA), eligible employees may be granted up to a total of 12 weeks of unpaid leave per 12-month period, as determined below, for any of the following reasons:

- the birth of employee's child and to care for the newborn child;
- placement with the employee of a child for adoption or foster care;
- care for employee's parent (in-laws not included), spouse, or child (under age 18, or age 18 or older and incapable of self-care because of a disability) with a serious health condition;
- serious health condition that renders employee unable to perform the job; or
- any qualifying exigency arising from the fact that employee's spouse, child, or parent is on, or has been notified of an impending call to, covered active duty status in the National Guard or Reserves, or a regular component of the Armed Forces (or as a retired member of the regular Armed Forces or Reserves) during deployment to a foreign country ("Active Duty Leave"). The following reasons may constitute qualifying exigencies: short notice deployment; attendance at certain military programs related to active duty assignment; change in childcare or parental care obligations due to active duty assignment; attendance at appointments related to financial or legal planning as a

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result of active duty assignment; attendance at counseling sessions that are needed as a result of an active duty assignment; short-term temporary rest and recuperation leave of a covered servicemember during a time of deployment; attendance at certain other post-deployment activities; and other activities as agreed by the Board and employee.

Additionally, under the FMLA, eligible employees may be granted up to a total of 26 weeks of unpaid leave during a single 12-month period to care for a spouse, child, parent (in-laws not included), or next of kin (nearest blood relative) who is a current member or qualified veteran of the Armed Forces (including the National Guard or Reserves) and has incurred or aggravated a qualifying serious injury or illness in the line of duty while on active duty in the Armed Forces, provided that: (a) in the case of a current member, such injury or illness renders the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank or rating and for which the servicemember is undergoing medical treatment, recuperation or therapy, or the servicemember is in outpatient status, or is on the temporary disability retired list; or (b) in the case of a qualified veteran (discharged for other than dishonorable reasons), the veteran was a member of the Armed Forces at any time during the five years preceding the date of such treatment, recuperation, or therapy for a qualifying serious injury or illness. This type of leave is referred to in this policy as "Servicemember Family Leave." During the single 12-month period in which Servicemember Family Leave may be taken, eligible employees are limited to a combined total of 26 weeks of unpaid leave for any reason under the FMLA; however, no more than 12 of those weeks may be taken for non-Servicemember Family Leave.

All qualifying leave will be administered in accordance with the FMLA, as amended.

## **Eligible Employees**

Eligible employees are employees with at least 12-months cumulative service with the Board who have worked at least 1,250 hours during the preceding 12 months and who work at a site with at least 50 employees employed within a 75-mile radius of the work site.

## **Leave Requests/Extensions**

Employees requesting leave must obtain the appropriate forms from Human Resources and submit the completed forms no less than 30 days before the requested leave is to begin when the need for leave is foreseeable. In circumstances when 30-days notice is not possible, then employees must provide notice as soon as practicable and in most cases must comply with the Board's normal call-in procedures. If the leave is for planned medical treatment (whether for employee or covered family member), employees must consult with the Board in advance and make a reasonable effort to schedule the treatment so as to avoid any undue burden on the Board or disruption to the business. Failure to provide proper notice in accordance with this provision may result in the delay or denial of FMLA leave.

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Employees must provide sufficient information for the Board to determine if the leave may qualify for FMLA protection, and the anticipated timing and duration of the leave. Employees must also inform the Board if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees who fail to return to work upon the expiration of any approved period of FMLA leave will be subject to termination. Employees who cannot return to work at such time due to the continuation of the circumstances that necessitated the approved FMLA leave or the onset of other FMLA qualifying circumstances must request an extension of the FMLA leave as soon as the need for the extension is known or in no event later than the expiration of the approved leave period.

## **Certifications**

Upon request, employees requesting leave because of their own sickness or that of a parent, child, or spouse must provide medical certification or recertification from an appropriate health-care provider. Employees requesting Servicemember Family Leave because a spouse, child, parent, or next of kin has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces, also must provide medical certification from an appropriate healthcare provider of the servicemember. Employees must contact human resources to obtain certification forms.

Employees are responsible for paying for any certification or recertification. The Board, at its own cost, may require a second or third opinion in the case of employee's own health condition or that of a parent, child or spouse or certification of a servicemember's serious injury or illness that was certified by a non-DOD/ VA/DOD TRICARE network or non-network provider. Upon request, employees must provide a physician's statement certifying their ability to return to work and perform the essential functions of their job. Failure to provide timely or complete certifications may result in denial of leave or return to work.

Upon request, employees requiring leave because a spouse, child, or parent is on, or has been notified of an impending call to, covered active duty in the Armed Forces during deployment to a foreign country, must provide a certification of such duty or call to duty, including a copy of the active duty orders or other military issued documentation.

## **Periodic Status Report**

Upon request, employees on FMLA leave will be required to report periodically, as directed, on their status and intention to return to work. Failure to report, as directed, may result in discontinuation of leave approval, denial of return to work or other disciplinary action, including termination.

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## **Intermittent or Reduced Leave**

Intermittent leave (leave taken in separate blocks of time) or reduced schedule leave (leave taken on a part-time basis) may be taken when medically necessary or in the case of Active Duty Leave or Servicemember Family Leave. Upon request, employees must provide medical certification that intermittent or reduced schedule leave is medically necessary, the expected duration of the leave and, if the leave is necessary for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment. Employees must make a reasonable effort to schedule leave for planned medical treatment so as not to unduly disrupt the Board's operations. Employees taking such leave for planned medical treatment (whether their own or covered family member's) may be required to transfer temporarily to an alternative position with equivalent pay and benefits for the duration of the leave.

## **Newborn, Adoption, and Foster Care Leave**

This leave must be completed within one year of the child's birth or placement and may not be taken on an intermittent or reduced schedule.

## **Spouse's Combined Leave**

Employees who are married to one another are limited to a combined total of 12 weeks of leave during the 12-month period if the leave is taken for: (1) birth of employee's child or to care for the newborn child; (2) placement with the employee of a child for adoption or foster care; or (3) care of the employee's parent with a serious health condition.

Employees who are married to one another are limited to a combined total of 26 weeks of leave during the single 12-month period during which Servicemember Family Leave may be taken if either Servicemember Family Leave or a combination of Servicemember Family Leave and FMLA leave for the birth, adoption or foster placement of a child or care for the child after birth or placement, or care of the employee's parent with a serious health condition, is taken. If the leave taken by the couple includes FMLA leave other than Servicemember Family Leave, the 12-week limitation described above will apply to that non-Servicemember Family Leave.

## **12-Month Period**

For the purposes of determining available FMLA leave for reasons other than Servicemember Family Leave, the 12-month period during which employees may be eligible for FMLA leave will be calculated on a 12-month period measured backward from the date the FMLA leave is requested to begin. For purposes of Servicemember Family Leave, the single 12-month period during which Servicemember Family Leave may be taken begins on the first day the eligible employee takes such leave to care for a covered servicemember and ends 12 months after that date.

For the purposes of determining available Servicemember Family Leave, the 12-month period during which employees may be eligible for Servicemember Family Leave will be calculated on a

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12-month period measured forward from the date the employees' leave to care for the covered servicemember begins.

## **Substitution of Paid Leave**

The Board requires substitution of the employee's accrued vacation and sick leave for part or all of the unpaid FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the Board's normal paid leave policies.

## **Benefits Continuation**

During leave, employees may continue health-care coverage under the group health plan. Employees must pay the premium at the same time as it would be made if paid by payroll deduction (i.e., per applicable pay period) or, if the employee elects, the premiums may be paid in advance. During the leave, the same terms and conditions would apply had the employee not taken the leave. Failure of the employee to pay his or her share of the premiums may result in loss of coverage.

Employees must reimburse the Board for its payment of any benefits premiums during leave as follows: (1) employees who do not return to work for at least 30-days may be required to reimburse the Board for its share of group health premiums paid during the leave; and (2) employees will be required to reimburse the Board for any payments made by the Board toward the employee's share of benefit costs during the leave. Any amounts paid by the Board toward the employee's or Board's share of employee benefit costs during leave will be treated as an advance in wages with reimbursement to the Board made through payroll deduction or vacation pay deduction or forfeiture and, to the extent necessary to achieve full reimbursement, any other available means. Unless otherwise provided in this Handbook, employees will not accrue sick or vacation leave or other employee benefits during the leave.

## **Reinstatement**

Under most circumstances, employees who return to work immediately after the expiration of this leave and who do not exceed the amount of leave permitted under the FMLA will be reinstated to either the same or equivalent job, with equivalent pay and benefits. Certain highly compensated employees may be denied reinstatement.

## **Information about FMLA Leave**

Employees who desire to take family or medical leave should contact Human Resources for information concerning their eligibility for such leave under the Family and Medical Leave Act of 1993, as amended. For more information regarding employee rights under the FMLA, employees may also refer to the U.S. Department of Labor's Notice to Employees of Rights Under FMLA, available at <https://www.dol.gov/whd/fmla/index.htm>.

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## 603 Personal Leave

A situation may arise in which it becomes necessary for you to be absent from work for an extended period of time. A personal leave of absence without pay may be granted for good cause and shall not exceed a maximum of 30 days. However, an extension of your personal leave may be granted upon approval of an advanced written request.

A personal leave should be requested in writing to the General Manager with a copy to the Human Resources Department no later than 30 days prior to the effective date of your leave, except in emergency situations. Approval is based upon the merits of each case.

Insurance premiums must be paid in full by you during a personal leave if you wish to continue your insurance coverage for this period of time. This may be arranged through the Human Resources Department.

If you do not return at the end of your approved personal leave, or if you accept other employment during your leave, you will be terminated. The Board cannot guarantee reinstatement to your former position when you return from a personal leave. However, every effort will be made to place you in your former job or in whatever job that is available for which you are qualified, when you are able to return to work without loss of service credits.

## 604 Military Leave

Employees absent for military service will be granted time off from work or a leave of absence in accordance with federal law. Military service includes active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty covered by the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

**Written Notice.** When possible, employees should submit a written request for military leave to their supervisor 30 days before the absence begins. When 30-days' notice is not possible, employees should provide as much notice as possible.

**Pay.** Employees will not receive pay from the Board for military leave. However, you may use any available accrued vacation or compensatory time during the leave.

**Continuation of Benefits.** Employees may continue health coverage and certain other benefits during military service leave by requesting coverage continuation and continuing to make required contributions.

**Re-employment.** Employees who return from military leave and apply for re-employment as prescribed by federal law will be re-employed in accordance with the USERRA.

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Upon re-employment, all time spent on military leave will be added to the former Board service for the purpose of determining benefits accrued on the basis of company service.

If you have questions about military leave, contact the Human Resources for more information.

## 605 Parent Involvement in Schools, Domestic Violence, and Juvenile Court Leave

Employees who are parents or guardians of school-aged children (daycare through high school) will be granted up to four hours of unpaid leave per calendar year to attend or otherwise be involved at their children's schools when the following conditions are met:

- The leave shall be at a mutually agreed upon time between the supervisor and the employee.
- The employee must provide a written request (using the following form) at least 48 hours prior to the desired leave.
- The Board may require written verification from the school that the employee attended or was otherwise involved at the school at the time of leave.

Employees who are subject to juvenile court orders will be given time off to comply with properly issued court orders, as required by law.

Employees who have been injured or threatened by a third party will be given reasonable time off to obtain or attempt to obtain a civil no-contact order or domestic violence protective order, as required by law.

## 701 Employee Conduct and Work Rules

Rules are not created to restrict the rights of any individual but to protect the many privileges enjoyed by all the members of our organization. The rules outlined in this section are not all-inclusive and, like all Board guidelines, are subject to change based on business needs. However, they are representative of the types of conduct which cannot be permitted in any efficient and harmonious business organization. As a general guide, the following list describes conduct which is not permitted at the Board and will lead to corrective action up to and including termination.

- Falsification of employment application, time records, or other Board documents.
- Insubordination — refusal to work or perform a reasonable assignment.
- Abusive, threatening, profane, coercive or harassing language/conduct to or in the presence

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of a supervisor, co-worker(s), customers, or visitors.

- Indecent, lewd, immoral, criminal, offensive or sexually suggestive behavior.
- Taking, selling, distributing or having possession of drugs/narcotics or alcoholic beverages (other than in the normal course of Board business) while on Board business or on Board property at any time. Being under the influence of such substances while in the performance of one's duties.
- Deliberate damage/abuse/destruction of Board property or customer's property, or the property of another employee (i.e., equipment, tools, and materials).
- Unauthorized removal/handling of alcoholic beverages, Board property or information, government property or property of employees.
- Fighting on Board property or while on Board business.
- Gambling on Board property or while on Board business.
- Horseplay, pranks or other disruptive behavior on Board property or on Board business at any time.
- Willful violation of Board policies and procedures or disregard of safety rules.
- Failure to wear required safety equipment in areas where designated.
- Negligence in the performance of duties resulting in, for example: damaged product/equipment, low productivity, personal injury or injury to others, or the concealment of defective work.
- The use of Board equipment, material or time for personal work without permission.
- Misuse of Board funds, intentionally short changing or otherwise defrauding customers.
- Accepting gifts in exchange for favors or influence.
- Violation of laws pertaining to alcoholic beverages, including laws prohibiting sale of alcoholic beverages to minors.
- Unauthorized possession of weapons, explosives, or other illegal items while on Board business or Board property.
- Obtaining or attempting to obtain authorization of any kind/for any reason under false pretenses.
- Unauthorized leaving of the workplace during working time.
- Stopping work before regular quitting time or leaving assigned work areas without permission; sleeping, or abuse of meal or break periods.
- Speeding, improper parking, or reckless driving of vehicles on Board property or while on Board business.

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- Posting unauthorized notices, defacing walls, or tampering with bulletin boards.
- Violation of established, posted, no solicitation/distribution policy and procedure.
- Failure to report a personal injury to your manager and Human Resources on the day it occurs or as soon as practically possible.
- Disregard of established availability for work guidelines, or failure to provide proper notice or to obtain authorization/documentation as appropriate for absences.
- Eating or drinking in prohibited areas.
- Smoking, vaping or otherwise using tobacco products in any facility (except in approved/designated smoking areas) or any common use vehicle owned or leased by the Board.
- Excessive absenteeism or tardiness.
- Engaging in incompatible employment or in employment that presents a conflict of interest.
- Loitering on Board property in work areas during non-work time.

Please refer to the Discipline Policy in this Handbook for information on how Corrective Action procedures are handled.

### 702 Unlawful Harassment

Harassment of any employee in the workplace by management (including executives and Board members), supervisory personnel, co-workers, or nonemployees (including contractors, customers, or vendors) on the basis of race, color, religion, sex (including pregnancy, gender identity, transgender status and sexual orientation), national origin, age, disability, genetic information, veteran status or other characteristic protected by applicable law is a form of discrimination that violates the law and Board policy. Such harassment is prohibited and will not be tolerated. No personnel are immune from this policy.

If you believe that you are being or have been subjected to such harassment, you must immediately report the perceived harassment according to the reporting procedure below. All reports of perceived unlawful harassment will be investigated, and, if it is found to have occurred, appropriate disciplinary action up to and including termination of employment will be taken. Consideration also will be given to remedial action necessary to eliminate unlawful harassment and remove any detriment suffered by the aggrieved employee as a result of unlawful harassment. Retaliation against employees who report perceived unlawful harassment, or who participate in investigations as witnesses or in other capacities, also violates the law and Board

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policy. Such retaliation is prohibited and will not be tolerated and must be reported immediately according to the reporting procedure below.

## Workplace Harassment Defined

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, employees are not subjected to harassment based on characteristics protected by law nor inadvertently engage in behaviors that may be perceived as such harassment.

Unlawful harassment may include:

- Verbal, nonverbal, or physical conduct that shows aversion, denigration, or hostility because of race, color, religion, national origin, sex (including pregnancy, gender identity, transgender status and sexual orientation), age, disability, veteran status or other protected characteristic when it creates an intimidating, hostile, or offensive working environment; unreasonably interferes with an individual's work; or adversely affects an individual's employment opportunities.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of the conduct is used as the basis for employment decisions; or the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of types of behavior that may violate this policy include:

- **Verbal/written:** Offensive comments, including slurs or ridicule of another's culture, accent or appearance; humor, jokes, teasing or asking unwelcome questions about protected class characteristics, including comments about the individual's body; intentional or persistent failure to respect an individual's gender identity (e.g., intentionally referring to the individual by a name or pronoun that does not correspond to the individual's gender identity); threatening, intimidating or abusive words or acts; rumors about other employees; whistling.

Sexual harassment also includes offering or implying an employment-related reward such as promotion or raise in exchange for sexual favors or submission to sexual conduct, or threatening or carrying out negative actions such as termination, demotion, denial of raise or leave due to rejection of such advances; comments about sexual activities, prowess or deficiencies; or propositions, innuendo, flirtation, suggestive or sexist comments or gifts, or

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continued advances or other unwelcome conduct after the conclusion of a consensual relationship. Sexual harassment can include conduct between members of the same sex.

- **Visual/graphic/non-verbal:** Pictures, posters, signs, cartoons, computer transmissions/email/ social media or online postings/texts; display of objects; graffiti; vandalism; staring; exclusion.
- **Physical:** Touching, pinching, patting, brushing the body, hugging, assault, impeding access, vandalism.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Rude, uncivil, disrespectful or otherwise unacceptable conduct that is not based on legally protected characteristics is not covered by this policy. However, it is covered by other Board policies.

### Reporting Procedure

If you experience unwelcome conduct in violation of this policy, or believe that you are being unlawfully harassed or retaliated against, or you observe or otherwise become aware of such conduct in the workplace, you are encouraged (if you are comfortable doing so), but not required, to promptly tell the person that the conduct is unwelcome and ask them to stop the conduct. Anyone who receives such a request is expected to comply with it and not retaliate against the person making the request.

If this action does not put a stop to the unwelcomed conduct or perceived harassment or retaliation or if you do not want to confront the individual, then you must immediately report the conduct to one of the following individuals: Human Resources, the Assistant General Manager, equal e or the General Manager. Regardless of which approach you take, the Board encourages prompt reporting of unwelcome conduct before it becomes severe or pervasive. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived harassment.

This procedure does not require reports to be made to your supervisor or to anyone who you believe is participating in the conduct. Instead, you may choose from the above-listed individuals the person with whom you would be most comfortable speaking. Supervisors and managers who become aware of perceived harassment or retaliation must immediately report such matters to the General Manager, or, if the General Manager is the subject of the complaint, to the Board Chair.

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Disciplinary action, up to and including termination of employment, may result against supervisors and managers who fail to respond immediately and appropriately to the allegations.

All reports of alleged harassment or retaliation will be investigated. Under no condition will the investigation be conducted by or under the direction of the person reported to have engaged in this alleged harassment or retaliation. Confidentiality will be maintained to the extent consistent with adequate investigation and appropriate corrective action.

## **703 Attendance and Punctuality**

We expect employees of the Board to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible. Likewise, if it should become necessary for you to leave early during the workday, notify your supervisor as soon as possible. Leaving a message with co-workers is not adequate notification.

An employee who is absent due to illness or injury may be required to furnish a physician's statement verifying the nature of the illness or injury and indicating that he or she is physically capable of returning to work.

Even though lateness or absence may be for a valid reason, an extra burden is placed on other employees that could result in reducing the quality of our service. Absenteeism or tardiness that is excessive in the judgment of the Board is grounds for disciplinary action, up to and including termination.

## **704 Personal Appearance & Dress Code**

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. All Board employees interact with the general public or in a business setting, so it is of utmost importance that we present an appropriate image. Employees' personal appearance can influence what customers and visitors think about the Board and it can affect the morale of your co-workers, as well.

During business hours or whenever you represent the Board, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with customers or visitors in person.

Each store employee is required to wear a shirt that is provided by the Board. It is the employee's responsibility to ensure that the shirt is neat and clean. Should you need a replacement, please

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let your manager know.

If your manager finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your manager if you are not sure about the correct clothing standards for your job.

Repeated violation of this policy may result in disciplinary action up to and including termination.

The following examples should help you understand the Board's personal appearance guidelines, as well as attire that is appropriate and inappropriate:

## Personal Appearance Guidelines

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Offensive tattoos, similar body art or body piercings must be covered during business hours.

## Appropriate Attire

- Clean and neat tennis shoes (for support) or casual shoes
- Neat and clean pants suitable for the area in which you work, i.e. khakis or jeans (store and warehouse employees)
- Collar shirts (polo or sport shirts)
- Neat, clean t-shirts (no writing, but logo/brand label acceptable-Warehouse employees only)
- Shirt tails should be tucked in for neatness

## Inappropriate Attire

- Flip flops or similar open toe shoes
- Baggy or unkempt/un-pressed pants
- Jeans with holes, tears or frayed edges
- Spandex or other form-fitting outfits
- Low cut tops, halter tops, tank tops or clothes that are too tight or too small
- T-shirts that have any kind of writing or advertising on them
- Mini-skirts or short skirts

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- Any kind of hat (with the exception of warehouse employees during cold months)
- Shorts (with the exception of warehouse employees during summer months)

Exceptions to this policy may be necessary for Law Enforcement Officers in order for them to carry out certain duties and responsibilities.

Employees who desire an accommodation for sincerely held religious beliefs should refer to the Equal Employment Opportunity policy.

## 705 Social Media

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for the Board. Nothing in the Board's social media policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

### GUIDELINES

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Board, as well as any other form of electronic communication.

The same principles and guidelines found in Board policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of the Board or the Board's legitimate business interests may result in disciplinary action up to and including termination.

### Know and follow the rules

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Carefully read these guidelines and all Board policies and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

## **Be respectful**

Always be fair and courteous to fellow employees, customers, suppliers or people who work on behalf of the Board. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Board policy.

## **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Board, fellow employees, customers, suppliers, or people working on behalf of the Board.

## **Post only appropriate and respectful content**

Maintain the confidentiality of the Board's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Do not create a link from your blog, website or other social networking site to the Board website without identifying yourself as a Board employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the Board. If the Board is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Board, fellow employees, customers, suppliers or people working on behalf of the Board. If you do

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publish a blog or post online related to the work you do or subjects associated with the Board, make it clear that you are not speaking on behalf of the Board. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Board."

## **Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with applicable Board policies. Do not use Board email addresses to register on social networks, blogs or other online tools utilized for personal use.

## **Retaliation is prohibited**

The Board prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## **Media contacts**

Employees should refer to the Media Relations policy in this handbook for more information about handling requests from the media.

## **For more information**

If you have questions or need further guidance, please contact Human Resources.

## **706 Media Relations**

It is the policy of the Board that employees not grant interviews with media on the Board's behalf without prior approval of the General Manager. The same applies regarding permission for photographs or films to be made in or around Board property. All such requests shall be referred to the General Manager. This policy ensures that accurate information will be provided to the public.

In the event that a member of the media contacts an employee, the following procedure shall be followed:

- Any request for an interview shall be referred to the General Manager.

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- During the time required to contact the General Manager, reporters should be told, “no comment”.
- If a reporter asks or attempts to interview an employee, that employee shall politely decline, explaining that the General Manager must be contacted.
- The employee should contact the General Manager, providing the name of the reporter, name of the publication or branch of media, a telephone number, that reporter’s supervisor, and the topic of interest.

## 707 Resignation

### Notice of Resignation

We expect employees who resign from the Board to conduct themselves in a professional manner, which includes providing a minimum of two weeks’ notice prior to leaving. We expect all employees to work out their final weeks of employment. Vacation may not be substituted for notice time, unless approved in advance. Notice of resignation shall be given to Human Resources.

### Final Pay

Final paychecks will be issued in accordance with applicable state law. For example, if you elected dependent dental or medical coverage and still owe a portion of the premium, the necessary deductions will be taken from your final paycheck, if permitted by applicable law. If you are eligible for accrued vacation pay, reimbursement for this time will be included in the final paycheck or in accordance with applicable state law, assuming you gave a two week notice of your resignation.

### Return of Property

We require all employees to return all Board property prior to the last day of employment.

Where permitted by applicable laws, the Board may withhold from the employee’s paycheck or final paycheck the cost of any items that are returned damaged or that are not returned when required.

### Exit Interviews

Exit interviews with the Human Resources are normally scheduled for outgoing employees. The purpose of the exit interviews is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all Board property that may be in the employee’s possession (e.g., keys, vests, policy/procedure manual), and to provide employees

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with an opportunity to discuss their job-related experiences. Contact the Human Resources immediately after giving your notice of resignation or intent to retire to schedule an exit interview.

## 708 Solicitation

The Board encourages all employees to be active in the community and to support community and charitable causes. It also is important that we spend our working time on Board business, and not outside pursuits, and that we maintain a work environment free from the distraction and pressure of solicitation for outside causes. Accordingly, the Board has established the following rules:

- Do not solicit or distribute any printed or electronic material that is not connected with regular work duties to any other employee for any purpose at any time during your working time or that employee's working time. Working time includes any time that an employee is on the clock, but does not include meal breaks or other times when employees are not to be performing job duties.
- Do not distribute any written or printed or electronic materials or other literature that is not connected with regular work duties in any working area at any time.
- Do not post on Board premises or remove from Board premises, any notices, signs, or printed or electronic material.
- Non-employees may not solicit employees or distribute literature on Board property for any purpose.
- The Board's computers and related systems, including email, may not at any time be used for solicitation purposes not connected with regular work duties; this provision does not prohibit statutorily protected communications made on non-working time using email.

These rules apply to all solicitations including, but not limited to, collections for other employees; catalog, raffle ticket, or other sales during working time; charitable or union solicitations; and distribution of literature of any kind. Some very limited acts by Board employees may qualify for an exception to these rules; however, all exceptions must be approved in advance by Human Resources.

## 709 Drug and Alcohol Use and Testing

All employees while on Board property or when performing or reporting to work are expected to be free from the influence of the illegal use of drugs ("illegal drugs"), alcohol, or other intoxicating substances.

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**Drug use** - The unauthorized use, distribution, manufacture, dispensation, possession, or sale of illegal drugs or other controlled or intoxicating substances, or being under the influence of illegal or misused drugs or controlled or intoxicating substances on Board business or property, or in Board-supplied vehicles, or during working hours (including meal breaks) is prohibited. Any suspected illegal substances will be turned over to the appropriate law enforcement agency. Any other use, distribution, manufacture, dispensation, possession, or sale of illegal drugs or other controlled or intoxicating substances that may adversely affect the employee's job performance, or the public or governmental confidence in the Board, is prohibited. Misused drugs prohibited by this policy includes any use of drugs prescribed by a licensed physician when used by someone other than the person to whom they were prescribed or when used by the person to whom they were prescribed but used for a purpose or condition other than the one for which they were prescribed or used in an amount or manner other than in accordance with the prescription.

**Alcohol use** - The unauthorized use, manufacture, distribution, dispensation, possession, or sale of alcoholic beverages or being under the influence of alcohol on Board business or property, in Board-supplied vehicles, or during working hours (including meal breaks) is prohibited. Any other use, distribution, manufacture, dispensation, possession, or sale of alcohol that may adversely affect the employee's job performance or the public or governmental confidence in the Board is prohibited.

**Medications** - The use of legal drugs prescribed by a licensed physician for a specific treatment used in accordance with the prescription will not result in disciplinary action. However, any employee who must use such prescribed medication while engaged in Board business and who knows or should know that his/her safe and reliable performance or behavior may be adversely affected by such medication should report these facts to Human Resources. Employees also are expected to inform Human Resources of over-the-counter medications that might adversely affect the safe and reliable performance of their work.

**Reporting violations** - All employees who observe conduct that may indicate a violation of this policy shall report such observation to supervision or to Human Resources or the General Manager.

**Discipline** - Compliance with this policy is a condition of employment. Violations may result in severe disciplinary action, including termination.

**Testing** - Applicants for employment with the Board who receive a conditional job offer will be required to undergo drug and/or alcohol testing. Employees may be subject to a drug and/or alcohol test when there is reasonable suspicion that they may be under the influence of illegal drugs or alcohol or when such testing is required by applicable law. Failure to undergo, complete or cooperate with testing as requested including but not limited to completing authorization forms, interference or attempted interference with testing, or a confirmed positive or adulterated alcohol

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and/or illegal drug result will result in the revocation of the job offer or, in the case of an employee, disciplinary action up to and including immediate termination. Persons who are notified of a positive result have the right to have the sample retested at the same or another approved lab provided that they submit the request within 90 days of the date the lab advised the Board of the result and pay for expenses associated with chain of custody, shipping and retesting of the sample.

## 710 Discipline

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at the Board.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although both you and the Board have the right to terminate your employment at will, with or without reason, cause, or advance notice, the Board may use progressive discipline at its discretion. Please note, however, that the Board is not bound to use progressive disciplinary measures; rather, it retains its right to terminate or otherwise discipline any employee at any time, with or without warning or intermediate measures, for any reason.

Disciplinary action may be any of the following four steps:

- Verbal warning
- Written warning
- Final written warning
- Termination of employment.

It is important to understand that each problem that may arise will present a unique set of circumstances and therefore the Board's response will be based on the particular situation presented and the relevant surrounding circumstances, including, when applicable, past performance, conduct, and disciplinary history. Indeed, there may be circumstances when one or more of the steps above are bypassed or only one step is taken. In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the progressive discipline steps outlined above.

Please refer to the Employee Conduct and Work Rules policy in this Handbook as it lists examples of unacceptable conduct. Some examples of unsatisfactory conduct listed may result in the progressive discipline process described while others may result in immediate suspension or termination.

# Wake County Alcoholic Beverage Control Employee Handbook

By using discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Board.

## 711 Problem Resolution

If at any time you feel that you have been unjustly treated in any way or you have a work-related issue that you need help with, first talk it over with your immediate supervisor. It is part of her/his job to help you. In most cases, you and your immediate supervisor should be able to work out a solution.

If a satisfactory solution or settlement is not reached at this level, or because of the nature of the problem you feel you cannot discuss it with your supervisor, you are free to go to the next level of supervision, to Human Resources or to the General Manager, if necessary. Unless extenuating circumstances exist, the simple courtesy of informing your supervisor of your intent to talk it over with the next level of supervision is encouraged.

If the issue is not resolved after following the step outlined in the previous paragraph or if you have been affected by a decision you wish to appeal, you are encouraged to request a review by the Board. This request must be in writing to the attention of the General Manager or the Chairman of the Board and be received within 5 days of the decision being communicated to you.

Employees with concerns about perceived discrimination or retaliation, or unlawful harassment, should refer to and use the reporting procedures outlined in the Equal Employment Opportunity and Unlawful Harassment policies, respectively.

## 712 Workplace Violence Prevention

The Board is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Board has adopted the following guidelines to deal with intimidation or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Except as otherwise provided in this handbook, firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Board without proper authorization.

## **Wake County Alcoholic Beverage Control Employee Handbook**

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of unlawful harassment, as described in the Unlawful Harassment policy.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The Board will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Board may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Board encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the General Manager before the situation escalates into potential violence. The Board is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

### **801 Business Travel Expenses**

The Board has adopted the Wake County Government's travel policy. All Board employee expenses will be reimbursed in accordance with Wake County's policy, as it may exist from time to time. On an annual basis, the Board will review and approve for its own use Wake County's policy.

# Wake County Alcoholic Beverage Control Employee Handbook

## EMPLOYEE ACKNOWLEDGEMENT FORM

I have received my copy of the Wake County Board of Alcoholic Control Employee Handbook which outlines the policies, practices, and benefits guidelines. I understand that the Handbook is not an employment contract. Furthermore, I understand that my employment is “at will” and I may resign at any time or the Board may terminate my employment at any time, for any reason or no reason at all, with or without advance notice.

I understand that this Handbook is the property of the Board and is provided for my use as long as I am employed here. If my employment is terminated for any reason, I am expected to return this Handbook to my supervisor or to Human Resources.

I understand that this Handbook replaces all previously issued handbooks and other personnel policies or procedure documents and verbal representations concerning matters identified in this Handbook. I understand that the Board reserves the right to interpret, add, delete, or modify its policies and procedures, with or without notice. I understand, however, that if an employee benefit plan provision conflicts with any provision contained in the Handbook, the employee benefit plan provision will govern. I will be responsible for maintaining the Handbook and inserting any changes or modifications distributed to employees.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_