

**LIFE INSURANCE COMPANY OF ALABAMA**  
**PAYROLL and SALARY ADJUSTMENT PROCEDURE**

**PAYROLL**

At least quarterly the Secretary will review the system generated reports to validate the payroll information.

**SALARY ADJUSTMENT PROCEDURE**

Each month the Company compensation committee will meet to review the employee's having an anniversary that month. The committee will be presented with recommended salary changes by the employee's department head. Upon approval the salary adjustment will be documented by the Company Secretary and presented to the payroll clerk. By the end of the month the Secretary will review the system generated reports to verify that the adjustments have been made as recommended. The Secretary will sign off on the adjustments and present this to the President for his sign off as well.