

**XXII. MISCELLANEOUS PROVISIONS**

22.1 TRAINING. Each Department Head shall develop and conduct such practical training programs as are suited to the special requirements of his or her department. Training programs shall particularly emphasize accident prevention, employee safety and public relations.

22.2 ANNUAL PERFORMANCE EVALUATION. An employee's performance shall be reviewed annually on the anniversary of his or her hire date.

22.3 OTHER EMPLOYMENT. Occupations or outside activity, which are incompatible with employment by the Municipality or adversely affect the performance of Municipal duties are prohibited.

22.4 GIFTS AND GRATUITIES. An employee shall not accept a gift, gratuity, consideration or extraordinary favor from any person doing business, or likely to do business with the Municipality and shall immediately report to his or her Department Head any offer, promise or suggestion that such a gift be made. In the event an offer is made to a Department Head, he or she shall report same to the Administrator. This section does not apply to the giving of ceremonial gifts of nominal value, or gifts received from an employee's family or ordinary circle of friends when not offered for a corrupt purpose.

22.5 PHYSICAL EXAMINATION. Employees may be required to have a pre-employment physical examination by a certified physician unless prohibited by state or federal law. Any such examination will be paid for by the Municipality.

22.6 WAGE INFORMATION TO BE SUPPLIED. The Municipal Administrator or the Mayor shall provide the Alaska Municipal League (AML) salary survey regarding wages paid Municipal employees for like work in other towns of Southeast Alaska to City and Borough of Sitka employees. These surveys will be available in the Human Resources, Finance and Municipal Clerk's Offices.

22.7 DELETED

22.8 HALF-HOUR LUNCH. Subject to department approval, lunch hour may be cut to one-half hour, and employees observing a one-half hour lunch period will be allowed to go home at 4:30 p.m. The Administrator will be kept apprised of those departments taking a half-hour lunch period.

22.9 PERSONAL BUSINESS. An employee is expected to conduct personal business outside the employee's work hours. Personal calls during the employee's work hours are discouraged. Breaks, lunch hours and leave are available for an employee to use for personal business.