

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	6-3
		Original Adoption	02-09-1987
		Revision #	7
		Last revision date	October 2015
Section Title	Employment		
Subject	Employment of Relatives		

Appointments of individuals to positions in the City work force are for reasons of merit.

The employment of relatives of current City employees is discouraged within the same division. For purposes of this policy, a relative is defined by §2-2-302, MCA as a person that is connected by consanguinity (blood) within the fourth degree or by affinity (marriage) within the second degree. Relatives would be prohibited from being appointed to a position where one employee would supervise a relative. Departments should consult the Human Resources Office for questions on relative hiring

Supervision is defined as having the authority to oversee and direct work assignments, assign tasks, schedule hours of work, determine rate of pay, evaluate work performance, and hire, terminate, or discipline employees.

Employing relatives, as defined above, of current City employees requires the approval of the City Manager prior to being offered employment with the City.

It is the responsibility of each employee of the city to abide by this policy and to disclose situations involving a conflict of interest or the possible appearance of a conflict of interest to his or her supervisor. Please refer to the chart below.

City of Helena Consanguinity and Affinity Relationship Chart

EMPLOYEE					
Consanguinity (Includes individuals related by blood to the Employee)				Affinity (Includes the Employee's Spouse and individuals related to the Spouse)	
First Degree	Second Degree	Third Degree	Fourth Degree	First Degree	Second Degree
Father	Grandparents	Uncles or Aunts	First Cousins	Spouse	Spouses Grandparents
Mother	Grandchildren (and spouses)	Nephews or Nieces	Grand Nephews and Nieces	Spouses Father or Mother	Spouses Grandchildren
Sons (and spouses)	Brothers (and spouses)	Great Grandchildren	Grand Uncles and Aunts	Spouses Sons or Daughters	
Daughters (and spouses)	Sisters (and spouses)	Great Grandparents	Great-Great Grandparents		

Employee is the starting point from which all degrees of relationship are calculated.

Under the Degrees of Consanguinity, where "and spouse" is indicated, the relationship of that spouse is in the same degree as that of the person related by consanguinity, but the spouse is related only by affinity.