



Government of the Virgin Islands of the United States

DEPARTMENT OF HUMAN SERVICES

Office of Human Resources, Labor Relations & Payroll

Children in the Workplace Policy

Objective:

To provide guidance on and outline the circumstances and conditions under which minor dependent children of employees (or minor children within the care of custody of an employee/DHS) may be present within DHS offices.

Policy:

Non-client children are not allowed in the workplace during any employee's scheduled working hours and specifically during the hours of 7:00 AM to 5:00 PM, Monday through Friday. Regular and extended presence of children during work hours is not permitted due to the potential for interruption of work activities, as well as the potential for such presence to negatively impact productivity and/or present avoidable exposure to safety risks. The workplace may not be used as an alternative to regular childcare and bringing children to the workplace on a frequent basis, such as during school breaks or before/after school is not permitted. Likewise, a child who is ill and thus unable to attend school or day care may not be brought to the workplace.

Children who are not under the care and investigation of the DHS Juvenile Justice, Children and Family Service and/or Intake Units are not to be transported in DHS vehicles at any time.

Guidelines:

For employees needing after-school care, a list of licensed childcare providers is available from the Office of Childcare and Regulatory Services in each District. ([Click here for STX District Listings](#) // [Click here for STT/STJ District Listings](#)) The safety of all our children is a primary responsibility and it is expected that everyone will adhere to this policy.

Management Responsibility:

Department managers and supervisors are responsible for adhering to, monitoring, and enforcing this policy. **It is imperative that this policy be monitored and enforced in a fair and consistent manner.** Any employee found in violation of this policy will be subject to progressive disciplinary action.

A copy of this policy will be provided to all employees. Human Resources is responsible for overseeing implementation of and ensuring adherence to this policy. Any questions about this policy or its application should be directed to Human Resources. The Department reserves the right to rescind, and/or amend this, and all Department policies, at any time, with notice.

Michael V. Trotman

Deputy Commissioner of Human Resources

02/29/2024

Revision & Approval Date

Quell E. George

Commissioner

02/29/2024

Revision & Approval Date