



Government of the Virgin Islands of the United States
DEPARTMENT OF HUMAN SERVICES



NEPOTISM POLICY

Purpose

The Department of Human Services is an equal opportunity employer that hires based on an individual's qualifications and ability to perform the duties of the position for which they apply. This policy is being implemented in the interest of maintaining an objective workplace and promoting equity and transparency, while eliminating the appearance of or conflict of interest. It is intended to prevent potential issues involving immediate family relationships in the workplace.

Policy

The Office of Human Resources and Labor Relations relies on self-disclosure during the interview and selection process by providing the opportunity for individuals to identify any family relationships that can create possible conflicts. If this information is not disclosed or identified during the interview process, and later discovered during the course of employment, the employee may be found to be in violation of this policy. If the concern or conflict arises after employment, steps will be taken to eliminate the conflict.

Procedures

1. A member of an employee's immediate family will be considered for employment, or an employee will be considered for promotion, transfer or reassignment, if the applicant possesses all of the qualifications for the position.
2. An immediate family member may not be hired, or an employee may not be promoted, transferred or reassigned; however, if the employment opportunity:
 - a. Creates either a direct or indirect supervisor/subordinate relationship with a family member; or
 - b. Creates an actual conflict of interest or the appearance of a conflict of interest.
3. Employees who marry or become members of the same household may continue employment as long as there is not:
 - a. A direct or indirect supervisor/subordinate relationship between the employees; or
 - b. An actual conflict of interest or the appearance of a conflict of interest.
4. Should one of the above situations occur, the Department will review the matter to determine whether the actual or perceived conflict of interest can be resolved through restructuring of reporting relationships or other reasonable administrative measures. As part of this review, the affected employee may apply for a suitable vacant position within the Department, if available. If this is not feasible, the affected employees will be permitted to determine which employee will resign.

Non-Compliance

Employees found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Definitions

For purposes of this policy, ***“immediate family”*** includes the employee’s spouse, brother, sister, mother, father, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee’s household.

Policy Review

This policy shall be reviewed every three years, or sooner if warranted by law, the Employee Handbook, or Agency needs.

Acknowledgement

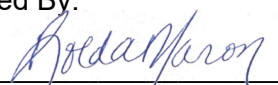
By signing below, employee acknowledges receipt of this policy and understands that any questions or concerns about the policy may be directed to the Office of Human Resources and Labor Relations.

Employee Name (Print)

Employee Signature

Date

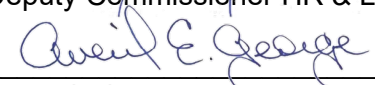
Approved By:



Deputy Commissioner HR & Labor Relations

6/23/2026

Date Approved



Commissioner

06/23/26

Date Approved