

**GOVERNMENT OF THE U.S. VIRGIN ISLANDS**  
**DEPARTMENT OF PLANNING AND NATURAL RESOURCES**



**INDEPENDENT CONTRACTOR WITH DIVISION OF COMPREHENSIVE AND  
COASTAL ZONE PLANNING- ST. CROIX DISTRICT**

This agreement is made between the Government of the U.S. Virgin Islands Department of Planning and Natural Resources ("DPNR") and Jessica Mark, ("Contractor") on this 1st day of May 2023, and shall end on the 15th day of December 2023.

All parties agree to the following terms and conditions:

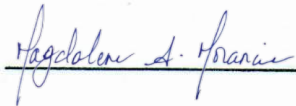
1. Contractor is hired by the Department of Planning and Natural Resources ("DPNR") on a per diem, as needed, basis only.
2. Contractor is compensated at \$13 per hour. Contractor shall be responsible for the payment of all applicable federal and local taxes associated with the per diem employment.
  - a. Contractor status as an independent contractor does not qualify to receive any Government employment fringe benefits or overtime compensation.
  - b. Initial compensation may take up to six (6) weeks for processing.
  - c. The Contractor will be paid for services performed on behalf of DPNR. Compensation shall be on a bi-weekly basis and payable within 30 days.
3. The Contractor's scheduled hours are 8 am to 3 pm and as needed and shall not exceed 70 hours bi-weekly. Hours of work may not include weekends and holidays. To verify time worked, the Contractor will either sign a timecard and/or time sheet or punch a time clock at the site assigned to work, 45 Mars Hill, Frederiksted, St. Croix, U.S. Virgin Islands.
4. The term of this agreement shall be for eight (8) months unless extended by mutual agreement of all parties. **DPNR may terminate this agreement in its sole discretion, within two days' notice.**
5. The Contractor will provide his/her own transportation to and from the site designated by DPNR. Mileage shall not be reimbursed.
6. The Contractor may be terminated by DPNR with or without cause upon two days' notice.
7. The Contractor acknowledges that:
  - a. He/she is over the age of 18 years old.

- b. He/she will not drink any alcoholic beverages while working on behalf of DPNR.
- c. Contractor's duties are at the discretion under the direction and supervision of the Territorial Planner of the DPNR Division of Comprehensive and Coastal Zone Planning. Duties include but are not limited to:
  - i. Answers the telephone and connects caller to appropriate individual.
  - ii. Directs visitors to appropriate individual based on the nature of their visit.
  - iii. Perform a variety of general clerical work, including typing, filing, data entry, and compiling information for reports.
  - iv. Assist division staff in preparation of procurement documents for purchasing of supplies.
- 8. DPNR may modify or amend this agreement in writing by providing the Contractor at least seven (7) days' notice.
- 9. The parties acknowledge and agree that this agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted version (e.g., via pdf) of an original signature.

In witness whereof, the parties have hereto set their signature on the day written below, thereby executing the aforementioned.

Witnesses:

**Government of the Virgin Islands**



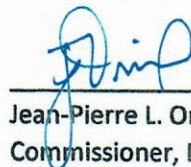


Date: 7/21/2023

Lisa M. Alejandro

Commissioner Designee ; Department of Property and Procurement





Date: 18-Apr-2023

Jean-Pierre L. Oriol

Commissioner, Department of Planning and Natural Resources

**Independent Contractor**





Date: 4/17/2023

Jessica Mark, Contractor