

DWD APPENDIX B: PLACEMENT SITE AGREEMENT

BACKGROUND

Wisconsin's Quality jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG) will fund temporary disaster-relief jobs for project participants. QUEST DWG funds will be used to pay the wages and fringe benefits of participants. The **project operator** (or its **service provider**) oversees the administration of the grant, including the participant's placement at a **placement site**. The **employer of record** pays the participant wages and covers other employment-related costs. The employer of record may or may not be the same entity as the project operator.

PURPOSE OF THIS AGREEMENT

This agreement defines the terms and conditions for a placement site accepting QUEST DWG participants who will perform disaster-relief employment for and on behalf of the placement site.

PROJECT OPERATOR INFORMATION

Organization Name	
Organization Address	
Name of Contact	
Contact's Email	
Contact's Phone Number	

SERVICE PROVIDER INFORMATION (IF APPLICABLE)

Organization Name	
Organization Address	
Name of Contact	
Contact's Email	
Contact's Phone Number	

EMPLOYER OF RECORD INFORMATION

Organization Name	
Organization Address	
Name of Contact	
Contact's Email	
Contact's Phone Number	

TERMS AND CONDITIONS

The placement site accepting QUEST DWG participants agrees to the following terms and conditions:

1. The placement site will adhere to the description of job tasks, hours per week, and schedule established in the Participant Placement Agreement for each participant and will notify the project operator, as soon as is practicable, about any changes that need to be made to these terms. The placement site is responsible for compensation owed to participants who work more than 40 hours in a week.
2. The placement site must assign a supervisor for all participants.
3. The placement site must provide an orientation to all participants and is responsible for having the participant and the participant's supervisor complete the Participant Orientation Form. The placement site must provide the project operator (or its service provider) the original signed form.
4. The placement site agrees to cooperate with any QUEST DWG monitoring activities, including onsite monitoring visits by, or information requests from, the U. S. Department of Labor, Wisconsin Department of Workforce Development and/or the project operator or its service provider.
5. QUEST DWG participants will be treated the same as the placement site's regular employees or volunteers, as applicable, regarding working conditions, breaks, background checks, drug tests, attendance policies, and other placement site rules and procedures.
6. The Placement Site assures that:
 - a. It has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:
 - 1) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identify), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
 - 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
 - 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - 4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - 5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 - b. It will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above.

7. The placement site agrees to notify the project operator (or its service provider) in writing of any situation that could result in disciplinary action and/or termination of the participant's job placement.
8. The placement site will cooperate with the employer of record's procedures to track and report participants' hours worked.
9. This agreement may be terminated by the project operator or the placement site at any time by providing written notice to the signatories of this agreement. Termination of this agreement terminates all QUEST DWG participant placements, current and future.
10. This agreement will end no later than September 30, 2024, the planned end date of the QUEST DWG.

SIGNATURES

By signing below, I agree to all of the terms and conditions included in this agreement.

Authorized Representative with the Placement Site

Date

Authorized Representative with the Project Operator

Date