

>

WD 05-2189 (Rev.-13) was first posted on www.wdol.gov on 06/25/2013

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2189
Revision No.: 13
Date Of Revision: 06/19/2013

States: Indiana, Ohio

Area: Indiana Counties of Adams, Allen, Blackford, De Kalb, Grant, Huntington,
Jay, Lagrange, Noble, Steuben, Wabash, Wells, Whitley
Ohio Counties of Defiance, Paulding, Williams

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.12
01012 - Accounting Clerk II		14.74
01013 - Accounting Clerk III		16.49
01020 - Administrative Assistant		17.32
01040 - Court Reporter		20.85
01051 - Data Entry Operator I		13.63
01052 - Data Entry Operator II		14.88
01060 - Dispatcher, Motor Vehicle		17.20
01070 - Document Preparation Clerk		12.06
01090 - Duplicating Machine Operator		12.30
01111 - General Clerk I		11.78
01112 - General Clerk II		12.86
01113 - General Clerk III		14.43
01120 - Housing Referral Assistant		17.22
01141 - Messenger Courier		11.49
01191 - Order Clerk I		12.97
01192 - Order Clerk II		14.15
01261 - Personnel Assistant (Employment) I		15.01
01262 - Personnel Assistant (Employment) II		16.79
01263 - Personnel Assistant (Employment) III		18.73
01270 - Production Control Clerk		21.04
01280 - Receptionist		11.66
01290 - Rental Clerk		10.60
01300 - Scheduler, Maintenance		13.80
01311 - Secretary I		13.80
01312 - Secretary II		15.44
01313 - Secretary III		17.22
01320 - Service Order Dispatcher		16.29
01410 - Supply Technician		18.99
01420 - Survey Worker		13.88
01531 - Travel Clerk I		12.86
01532 - Travel Clerk II		13.72
01533 - Travel Clerk III		14.55
01611 - Word Processor I		12.86
01612 - Word Processor II		14.43
01613 - Word Processor III		16.14
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	18.96
05010 - Automotive Electrician	18.37
05040 - Automotive Glass Installer	17.76
05070 - Automotive Worker	17.76
05110 - Mobile Equipment Servicer	16.52
05130 - Motor Equipment Metal Mechanic	18.96
05160 - Motor Equipment Metal Worker	17.76
05190 - Motor Vehicle Mechanic	18.96
05220 - Motor Vehicle Mechanic Helper	15.90
05250 - Motor Vehicle Upholstery Worker	17.11
05280 - Motor Vehicle Wrecker	17.76
05310 - Painter, Automotive	18.37
05340 - Radiator Repair Specialist	17.76
05370 - Tire Repairer	14.09
05400 - Transmission Repair Specialist	18.96
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.93
07041 - Cook I	10.69
07042 - Cook II	11.48
07070 - Dishwasher	7.83
07130 - Food Service Worker	8.81
07210 - Meat Cutter	14.57
07260 - Waiter/Waitress	8.21
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.83
09040 - Furniture Handler	13.78
09080 - Furniture Refinisher	17.83
09090 - Furniture Refinisher Helper	15.43
09110 - Furniture Repairer, Minor	16.61
09130 - Upholsterer	17.83
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.28
11060 - Elevator Operator	10.28
11090 - Gardener	12.42
11122 - Housekeeping Aide	10.09
11150 - Janitor	11.34
11210 - Laborer, Grounds Maintenance	11.35
11240 - Maid or Houseman	9.16
11260 - Pruner	11.68
11270 - Tractor Operator	12.45
11330 - Trail Maintenance Worker	11.35
11360 - Window Cleaner	12.45
12000 - Health Occupations	
12010 - Ambulance Driver	15.16
12011 - Breath Alcohol Technician	15.16
12012 - Certified Occupational Therapist Assistant	22.06
12015 - Certified Physical Therapist Assistant	21.66
12020 - Dental Assistant	15.96
12025 - Dental Hygienist	26.13
12030 - EKG Technician	26.40
12035 - Electroneurodiagnostic Technologist	26.40
12040 - Emergency Medical Technician	15.16
12071 - Licensed Practical Nurse I	15.57
12072 - Licensed Practical Nurse II	17.41
12073 - Licensed Practical Nurse III	19.44
12100 - Medical Assistant	12.57
12130 - Medical Laboratory Technician	16.51
12160 - Medical Record Clerk	12.95
12190 - Medical Record Technician	14.49
12195 - Medical Transcriptionist	14.60
12210 - Nuclear Medicine Technologist	29.15
12221 - Nursing Assistant I	9.16

12222 - Nursing Assistant II	10.30
12223 - Nursing Assistant III	11.24
12224 - Nursing Assistant IV	12.61
12235 - Optical Dispenser	14.03
12236 - Optical Technician	14.80
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	12.61
12305 - Radiologic Technologist	22.78
12311 - Registered Nurse I	20.35
12312 - Registered Nurse II	24.89
12313 - Registered Nurse II, Specialist	24.89
12314 - Registered Nurse III	30.11
12315 - Registered Nurse III, Anesthetist	30.11
12316 - Registered Nurse IV	36.09
12317 - Scheduler (Drug and Alcohol Testing)	19.61
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.47
13012 - Exhibits Specialist II	20.41
13013 - Exhibits Specialist III	24.95
13041 - Illustrator I	16.47
13042 - Illustrator II	20.41
13043 - Illustrator III	24.95
13047 - Librarian	21.54
13050 - Library Aide/Clerk	11.01
13054 - Library Information Technology Systems Administrator	19.46
13058 - Library Technician	12.62
13061 - Media Specialist I	14.04
13062 - Media Specialist II	15.70
13063 - Media Specialist III	17.50
13071 - Photographer I	13.50
13072 - Photographer II	15.10
13073 - Photographer III	18.71
13074 - Photographer IV	22.89
13075 - Photographer V	27.69
13110 - Video Teleconference Technician	15.36
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.81
14042 - Computer Operator II	18.80
14043 - Computer Operator III	20.97
14044 - Computer Operator IV	23.30
14045 - Computer Operator V	25.80
14071 - Computer Programmer I	(see 1) 19.81
14072 - Computer Programmer II	(see 1) 26.23
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	16.81
14160 - Personal Computer Support Technician	23.30
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	31.32
15020 - Aircrew Training Devices Instructor (Rated)	37.89
15030 - Air Crew Training Devices Instructor (Pilot)	42.43
15050 - Computer Based Training Specialist / Instructor	31.32
15060 - Educational Technologist	26.32
15070 - Flight Instructor (Pilot)	42.43
15080 - Graphic Artist	21.71
15090 - Technical Instructor	19.04
15095 - Technical Instructor/Course Developer	23.29
15110 - Test Proctor	15.36

15120 - Tutor	15.36
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.13
16030 - Counter Attendant	9.13
16040 - Dry Cleaner	11.56
16070 - Finisher, Flatwork, Machine	9.13
16090 - Presser, Hand	9.13
16110 - Presser, Machine, Drycleaning	9.13
16130 - Presser, Machine, Shirts	9.13
16160 - Presser, Machine, Wearing Apparel, Laundry	9.13
16190 - Sewing Machine Operator	12.37
16220 - Tailor	13.18
16250 - Washer, Machine	9.91
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.91
19040 - Tool And Die Maker	22.71
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.01
21030 - Material Coordinator	21.04
21040 - Material Expediter	21.04
21050 - Material Handling Laborer	12.33
21071 - Order Filler	10.58
21080 - Production Line Worker (Food Processing)	16.01
21110 - Shipping Packer	13.56
21130 - Shipping/Receiving Clerk	13.56
21140 - Store Worker I	13.05
21150 - Stock Clerk	17.39
21210 - Tools And Parts Attendant	16.13
21410 - Warehouse Specialist	16.01
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.78
23021 - Aircraft Mechanic I	26.86
23022 - Aircraft Mechanic II	27.78
23023 - Aircraft Mechanic III	28.82
23040 - Aircraft Mechanic Helper	20.43
23050 - Aircraft, Painter	26.01
23060 - Aircraft Servicer	23.55
23080 - Aircraft Worker	24.86
23110 - Appliance Mechanic	19.68
23120 - Bicycle Repairer	14.09
23125 - Cable Splicer	26.64
23130 - Carpenter, Maintenance	20.13
23140 - Carpet Layer	22.40
23160 - Electrician, Maintenance	26.41
23181 - Electronics Technician Maintenance I	21.58
23182 - Electronics Technician Maintenance II	22.73
23183 - Electronics Technician Maintenance III	23.47
23260 - Fabric Worker	18.78
23290 - Fire Alarm System Mechanic	21.57
23310 - Fire Extinguisher Repairer	17.54
23311 - Fuel Distribution System Mechanic	24.61
23312 - Fuel Distribution System Operator	18.19
23370 - General Maintenance Worker	17.52
23380 - Ground Support Equipment Mechanic	26.86
23381 - Ground Support Equipment Servicer	23.55
23382 - Ground Support Equipment Worker	24.86
23391 - Gunsmith I	17.54
23392 - Gunsmith II	19.83
23393 - Gunsmith III	21.57
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.14
23411 - Heating, Ventilation And Air Contditioning	20.99

Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	20.30
23440 - Heavy Equipment Operator	21.96
23460 - Instrument Mechanic	21.57
23465 - Laboratory/Shelter Mechanic	20.89
23470 - Laborer	12.55
23510 - Locksmith	20.10
23530 - Machinery Maintenance Mechanic	21.96
23550 - Machinist, Maintenance	20.24
23580 - Maintenance Trades Helper	15.43
23591 - Metrology Technician I	21.57
23592 - Metrology Technician II	22.31
23593 - Metrology Technician III	23.14
23640 - Millwright	23.47
23710 - Office Appliance Repairer	20.48
23760 - Painter, Maintenance	19.31
23790 - Pipefitter, Maintenance	25.33
23810 - Plumber, Maintenance	24.09
23820 - Pneudraulic Systems Mechanic	21.57
23850 - Rigger	21.57
23870 - Scale Mechanic	19.83
23890 - Sheet-Metal Worker, Maintenance	20.92
23910 - Small Engine Mechanic	18.96
23931 - Telecommunications Mechanic I	23.46
23932 - Telecommunications Mechanic II	24.27
23950 - Telephone Lineman	20.71
23960 - Welder, Combination, Maintenance	20.24
23965 - Well Driller	21.57
23970 - Woodcraft Worker	21.57
23980 - Woodworker	16.04
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.67
24580 - Child Care Center Clerk	15.39
24610 - Chore Aide	9.96
24620 - Family Readiness And Support Services Coordinator	12.17
24630 - Homemaker	17.11
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.91
25040 - Sewage Plant Operator	19.42
25070 - Stationary Engineer	22.91
25190 - Ventilation Equipment Tender	16.99
25210 - Water Treatment Plant Operator	18.57
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.17
27007 - Baggage Inspector	12.10
27008 - Corrections Officer	16.54
27010 - Court Security Officer	17.57
27030 - Detection Dog Handler	16.13
27040 - Detention Officer	16.54
27070 - Firefighter	17.55
27101 - Guard I	12.10
27102 - Guard II	16.13
27131 - Police Officer I	20.69
27132 - Police Officer II	22.99
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.38
28042 - Carnival Equipment Repairer	10.79
28043 - Carnival Equipment Worker	8.60
28210 - Gate Attendant/Gate Tender	13.36
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.95

28510 - Recreation Aide/Health Facility Attendant	10.91
28515 - Recreation Specialist	16.24
28630 - Sports Official	11.91
28690 - Swimming Pool Operator	20.90
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.62
29020 - Hatch Tender	22.62
29030 - Line Handler	22.62
29041 - Stevedore I	21.42
29042 - Stevedore II	25.65
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.85
30022 - Archeological Technician II	19.88
30023 - Archeological Technician III	25.12
30030 - Cartographic Technician	24.72
30040 - Civil Engineering Technician	22.59
30061 - Drafter/CAD Operator I	17.85
30062 - Drafter/CAD Operator II	19.88
30063 - Drafter/CAD Operator III	21.82
30064 - Drafter/CAD Operator IV	26.84
30081 - Engineering Technician I	15.92
30082 - Engineering Technician II	17.86
30083 - Engineering Technician III	19.98
30084 - Engineering Technician IV	24.76
30085 - Engineering Technician V	30.29
30086 - Engineering Technician VI	36.64
30090 - Environmental Technician	23.21
30210 - Laboratory Technician	18.48
30240 - Mathematical Technician	24.53
30361 - Paralegal/Legal Assistant I	16.27
30362 - Paralegal/Legal Assistant II	20.16
30363 - Paralegal/Legal Assistant III	24.66
30364 - Paralegal/Legal Assistant IV	29.83
30390 - Photo-Optics Technician	24.53
30461 - Technical Writer I	24.95
30462 - Technical Writer II	30.54
30463 - Technical Writer III	36.92
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 3)	21.82
Surface Programs	
30621 - Weather Observer, Senior (see 3)	24.22
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.34
31030 - Bus Driver	18.12
31043 - Driver Courier	14.28
31260 - Parking and Lot Attendant	10.82
31290 - Shuttle Bus Driver	15.55
31310 - Taxi Driver	12.98
31361 - Truckdriver, Light	15.39
31362 - Truckdriver, Medium	16.50
31363 - Truckdriver, Heavy	20.33
31364 - Truckdriver, Tractor-Trailer	20.33
99000 - Miscellaneous Occupations	
99030 - Cashier	7.94
99050 - Desk Clerk	10.67

99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	10.21
99252 - Laboratory Animal Caretaker II	10.99
99310 - Mortician	22.74
99410 - Pest Controller	15.93
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	16.81
99711 - Recycling Specialist	18.71
99730 - Refuse Collector	15.31
99810 - Sales Clerk	11.07
99820 - School Crossing Guard	13.05
99830 - Survey Party Chief	21.85
99831 - Surveying Aide	12.89
99832 - Surveying Technician	15.76
99840 - Vending Machine Attendant	14.72
99841 - Vending Machine Repairer	16.45
99842 - Vending Machine Repairer Helper	14.72

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, 4 after 15 years, and 5 after 25 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer

industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual

cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or

notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.