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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.: 2005-2380
Revision No.: 13
Date Of Revision: 06/19/2013

State: New York

Area: New York Counties of Delaware, Dutchess, Orange, Sullivan, Ulster

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		19.61
01013 - Accounting Clerk III		21.89
01020 - Administrative Assistant		28.89
01040 - Court Reporter		21.64
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		24.39
01070 - Document Preparation Clerk		15.56
01090 - Duplicating Machine Operator		15.56
01111 - General Clerk I		14.80
01112 - General Clerk II		17.49
01113 - General Clerk III		18.82
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		12.07
01191 - Order Clerk I		14.82
01192 - Order Clerk II		17.67
01261 - Personnel Assistant (Employment) I		18.96
01262 - Personnel Assistant (Employment) II		21.22
01263 - Personnel Assistant (Employment) III		23.66
01270 - Production Control Clerk		23.51
01280 - Receptionist		15.67
01290 - Rental Clerk		18.04
01300 - Scheduler, Maintenance		21.57
01311 - Secretary I		21.57
01312 - Secretary II		24.14
01313 - Secretary III		26.92
01320 - Service Order Dispatcher		21.75
01410 - Supply Technician		28.89
01420 - Survey Worker		21.64
01531 - Travel Clerk I		12.64
01532 - Travel Clerk II		13.36
01533 - Travel Clerk III		14.10
01611 - Word Processor I		17.62
01612 - Word Processor II		19.79
01613 - Word Processor III		22.13
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		21.68
05010 - Automotive Electrician		26.09
05040 - Automotive Glass Installer		24.15
05070 - Automotive Worker		24.15
05110 - Mobile Equipment Servicer		20.57
05130 - Motor Equipment Metal Mechanic		26.94
05160 - Motor Equipment Metal Worker		24.15
05190 - Motor Vehicle Mechanic		26.94
05220 - Motor Vehicle Mechanic Helper		19.94
05250 - Motor Vehicle Upholstery Worker		21.07
05280 - Motor Vehicle Wrecker		24.15
05310 - Painter, Automotive		25.66

05340 - Radiator Repair Specialist	24.15
05370 - Tire Repairer	11.23
05400 - Transmission Repair Specialist	26.94
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.40
07041 - Cook I	14.28
07042 - Cook II	16.80
07070 - Dishwasher	9.34
07130 - Food Service Worker	11.24
07210 - Meat Cutter	19.20
07260 - Waiter/Waitress	11.68
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.23
09040 - Furniture Handler	12.01
09080 - Furniture Refinisher	17.00
09090 - Furniture Refinisher Helper	13.06
09110 - Furniture Repairer, Minor	14.82
09130 - Upholsterer	16.92
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.94
11060 - Elevator Operator	12.94
11090 - Gardener	16.02
11122 - Housekeeping Aide	14.85
11150 - Janitor	15.70
11210 - Laborer, Grounds Maintenance	15.89
11240 - Maid or Houseman	13.34
11260 - Pruner	14.29
11270 - Tractor Operator	19.07
11330 - Trail Maintenance Worker	15.89
11360 - Window Cleaner	15.70
12000 - Health Occupations	
12010 - Ambulance Driver	20.22
12011 - Breath Alcohol Technician	22.61
12012 - Certified Occupational Therapist Assistant	24.12
12015 - Certified Physical Therapist Assistant	22.28
12020 - Dental Assistant	16.75
12025 - Dental Hygienist	35.31
12030 - EKG Technician	28.65
12035 - Electroneurodiagnostic Technologist	28.65
12040 - Emergency Medical Technician	20.22
12071 - Licensed Practical Nurse I	21.76
12072 - Licensed Practical Nurse II	24.34
12073 - Licensed Practical Nurse III	24.48
12100 - Medical Assistant	16.66
12130 - Medical Laboratory Technician	20.63
12160 - Medical Record Clerk	18.65
12190 - Medical Record Technician	20.55
12195 - Medical Transcriptionist	18.65
12210 - Nuclear Medicine Technologist	36.93
12221 - Nursing Assistant I	12.37
12222 - Nursing Assistant II	13.91
12223 - Nursing Assistant III	15.82
12224 - Nursing Assistant IV	16.79
12235 - Optical Dispenser	24.64
12236 - Optical Technician	16.64
12250 - Pharmacy Technician	14.58
12280 - Phlebotomist	16.79
12305 - Radiologic Technologist	28.08
12311 - Registered Nurse I	32.76
12312 - Registered Nurse II	38.41
12313 - Registered Nurse II, Specialist	38.41
12314 - Registered Nurse III	49.39
12315 - Registered Nurse III, Anesthetist	49.39
12316 - Registered Nurse IV	59.22
12317 - Scheduler (Drug and Alcohol Testing)	26.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	27.03
13012 - Exhibits Specialist II	30.45
13013 - Exhibits Specialist III	34.25
13041 - Illustrator I	25.89
13042 - Illustrator II	30.45
13043 - Illustrator III	34.25

13047 - Librarian	34.02
13050 - Library Aide/Clerk	15.79
13054 - Library Information Technology Systems Administrator	25.15
13058 - Library Technician	21.67
13061 - Media Specialist I	21.21
13062 - Media Specialist II	23.84
13063 - Media Specialist III	26.70
13071 - Photographer I	20.03
13072 - Photographer II	23.82
13073 - Photographer III	29.53
13074 - Photographer IV	33.78
13075 - Photographer V	40.89
13110 - Video Teleconference Technician	24.33
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.00
14042 - Computer Operator II	21.26
14043 - Computer Operator III	23.71
14044 - Computer Operator IV	26.35
14045 - Computer Operator V	29.17
14071 - Computer Programmer I	(see 1) 27.56
14072 - Computer Programmer II	(see 1)
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	19.00
14160 - Personal Computer Support Technician	26.35
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	39.54
15020 - Aircrew Training Devices Instructor (Rated)	43.75
15030 - Air Crew Training Devices Instructor (Pilot)	51.69
15050 - Computer Based Training Specialist / Instructor	39.20
15060 - Educational Technologist	32.92
15070 - Flight Instructor (Pilot)	51.69
15080 - Graphic Artist	27.68
15090 - Technical Instructor	27.17
15095 - Technical Instructor/Course Developer	31.35
15110 - Test Proctor	20.72
15120 - Tutor	20.72
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.79
16030 - Counter Attendant	9.79
16040 - Dry Cleaner	12.92
16070 - Finisher, Flatwork, Machine	9.79
16090 - Presser, Hand	9.79
16110 - Presser, Machine, Drycleaning	9.79
16130 - Presser, Machine, Shirts	9.79
16160 - Presser, Machine, Wearing Apparel, Laundry	9.79
16190 - Sewing Machine Operator	13.96
16220 - Tailor	14.99
16250 - Washer, Machine	10.84
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.99
19040 - Tool And Die Maker	24.02
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.96
21030 - Material Coordinator	23.51
21040 - Material Expediter	23.51
21050 - Material Handling Laborer	14.24
21071 - Order Filler	12.98
21080 - Production Line Worker (Food Processing)	16.96
21110 - Shipping Packer	15.09
21130 - Shipping/Receiving Clerk	15.09
21140 - Store Worker I	11.51
21150 - Stock Clerk	15.77
21210 - Tools And Parts Attendant	16.96
21410 - Warehouse Specialist	16.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.81
23021 - Aircraft Mechanic I	27.11

23022 - Aircraft Mechanic II	29.81
23023 - Aircraft Mechanic III	30.66
23040 - Aircraft Mechanic Helper	19.26
23050 - Aircraft, Painter	23.26
23060 - Aircraft Servicer	21.84
23080 - Aircraft Worker	23.20
23110 - Appliance Mechanic	20.10
23120 - Bicycle Repairer	10.66
23125 - Cable Splicer	31.81
23130 - Carpenter, Maintenance	29.55
23140 - Carpet Layer	27.98
23160 - Electrician, Maintenance	36.84
23181 - Electronics Technician Maintenance I	24.19
23182 - Electronics Technician Maintenance II	25.81
23183 - Electronics Technician Maintenance III	25.80
23260 - Fabric Worker	26.22
23290 - Fire Alarm System Mechanic	20.95
23310 - Fire Extinguisher Repairer	20.85
23311 - Fuel Distribution System Mechanic	29.94
23312 - Fuel Distribution System Operator	24.09
23370 - General Maintenance Worker	19.92
23380 - Ground Support Equipment Mechanic	27.11
23381 - Ground Support Equipment Servicer	21.84
23382 - Ground Support Equipment Worker	23.20
23391 - Gunsmith I	20.85
23392 - Gunsmith II	24.03
23393 - Gunsmith III	27.25
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.97
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	29.04
23430 - Heavy Equipment Mechanic	26.10
23440 - Heavy Equipment Operator	32.03
23460 - Instrument Mechanic	30.86
23465 - Laboratory/Shelter Mechanic	25.64
23470 - Laborer	12.82
23510 - Locksmith	20.70
23530 - Machinery Maintenance Mechanic	23.95
23550 - Machinist, Maintenance	19.74
23580 - Maintenance Trades Helper	15.09
23591 - Metrology Technician I	30.86
23592 - Metrology Technician II	33.24
23593 - Metrology Technician III	34.64
23640 - Millwright	29.72
23710 - Office Appliance Repairer	21.80
23760 - Painter, Maintenance	22.59
23790 - Pipefitter, Maintenance	29.88
23810 - Plumber, Maintenance	27.38
23820 - Pneudraulic Systems Mechanic	27.25
23850 - Rigger	24.36
23870 - Scale Mechanic	24.03
23890 - Sheet-Metal Worker, Maintenance	29.46
23910 - Small Engine Mechanic	19.18
23931 - Telecommunications Mechanic I	29.87
23932 - Telecommunications Mechanic II	31.25
23950 - Telephone Lineman	31.86
23960 - Welder, Combination, Maintenance	22.17
23965 - Well Driller	22.28
23970 - Woodcraft Worker	29.26
23980 - Woodworker	15.58
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.05
24580 - Child Care Center Clerk	16.26
24610 - Chore Aide	10.62
24620 - Family Readiness And Support Services Coordinator	14.89
24630 - Homemaker	19.80
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.03
25040 - Sewage Plant Operator	25.19
25070 - Stationary Engineer	29.03
25190 - Ventilation Equipment Tender	21.58

25210 - Water Treatment Plant Operator	25.19
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.12
27007 - Baggage Inspector	17.16
27008 - Corrections Officer	30.97
27010 - Court Security Officer	30.66
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	30.97
27070 - Firefighter	31.42
27101 - Guard I	17.16
27102 - Guard II	20.36
27131 - Police Officer I	32.37
27132 - Police Officer II	35.94
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.45
28042 - Carnival Equipment Repairer	14.22
28043 - Carnival Equipment Worker	10.96
28210 - Gate Attendant/Gate Tender	16.49
28310 - Lifeguard	13.00
28350 - Park Attendant (Aide)	18.46
28510 - Recreation Aide/Health Facility Attendant	15.76
28515 - Recreation Specialist	20.98
28630 - Sports Official	14.69
28690 - Swimming Pool Operator	16.95
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	26.00
29020 - Hatch Tender	26.00
29030 - Line Handler	26.00
29041 - Stevedore I	22.10
29042 - Stevedore II	22.81
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	40.33
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	27.82
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.63
30021 - Archeological Technician I	19.69
30022 - Archeological Technician II	22.02
30023 - Archeological Technician III	27.27
30030 - Cartographic Technician	27.27
30040 - Civil Engineering Technician	25.21
30061 - Drafter/CAD Operator I	19.69
30062 - Drafter/CAD Operator II	22.02
30063 - Drafter/CAD Operator III	24.55
30064 - Drafter/CAD Operator IV	27.68
30081 - Engineering Technician I	19.62
30082 - Engineering Technician II	22.47
30083 - Engineering Technician III	25.28
30084 - Engineering Technician IV	31.22
30085 - Engineering Technician V	39.40
30086 - Engineering Technician VI	43.34
30090 - Environmental Technician	20.12
30210 - Laboratory Technician	21.37
30240 - Mathematical Technician	26.27
30361 - Paralegal/Legal Assistant I	20.15
30362 - Paralegal/Legal Assistant II	22.81
30363 - Paralegal/Legal Assistant III	35.39
30364 - Paralegal/Legal Assistant IV	35.57
30390 - Photo-Optics Technician	27.27
30461 - Technical Writer I	27.81
30462 - Technical Writer II	32.99
30463 - Technical Writer III	39.10
30491 - Unexploded Ordnance (UXO) Technician I	25.63
30492 - Unexploded Ordnance (UXO) Technician II	31.02
30493 - Unexploded Ordnance (UXO) Technician III	37.18
30494 - Unexploded (UXO) Safety Escort	25.63
30495 - Unexploded (UXO) Sweep Personnel	25.63
30620 - Weather Observer, Combined Upper Air Or Surface Programs (see 2)	24.55
30621 - Weather Observer, Senior (see 2)	27.27
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	15.14
31030 - Bus Driver	19.89
31043 - Driver Courier	16.45

31260 - Parking and Lot Attendant	10.12
31290 - Shuttle Bus Driver	17.80
31310 - Taxi Driver	13.51
31361 - Truckdriver, Light	17.80
31362 - Truckdriver, Medium	19.15
31363 - Truckdriver, Heavy	24.52
31364 - Truckdriver, Tractor-Trailer	24.52
99000 - Miscellaneous Occupations	
99030 - Cashier	10.53
99050 - Desk Clerk	13.34
99095 - Embalmer	30.19
99251 - Laboratory Animal Caretaker I	12.33
99252 - Laboratory Animal Caretaker II	13.37
99310 - Mortician	34.44
99410 - Pest Controller	16.49
99510 - Photofinishing Worker	16.23
99710 - Recycling Laborer	18.13
99711 - Recycling Specialist	21.48
99730 - Refuse Collector	18.36
99810 - Sales Clerk	14.70
99820 - School Crossing Guard	13.82
99830 - Survey Party Chief	22.56
99831 - Surveying Aide	14.74
99832 - Surveying Technician	20.42
99840 - Vending Machine Attendant	14.60
99841 - Vending Machine Repairer	19.09
99842 - Vending Machine Repairer Helper	15.77

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.81 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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 4.174)

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) 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.