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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Diane C. Koplewski	Division of		Wage Determination No.: 2005-2203
Director	Wage Determinations		Revision No.: 15
			Date Of Revision: 06/19/2013

State: Iowa

Area: Iowa Counties of Allamakee, Benton, Black Hawk, Bremer, Buchanan, Butler, Cedar, Chickasaw, Clayton, Clinton, Delaware, Dubuque, Fayette, Floyd, Grundy, Howard, Iowa, Jackson, Jefferson, Johnson, Jones, Keokuk, Linn, Mitchell, Tama, Van Buren, Washington, Winneshiek

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.93
01012 - Accounting Clerk II		15.40
01013 - Accounting Clerk III		21.42
01020 - Administrative Assistant		19.38
01040 - Court Reporter		20.39
01051 - Data Entry Operator I		12.49
01052 - Data Entry Operator II		14.56
01060 - Dispatcher, Motor Vehicle		15.38
01070 - Document Preparation Clerk		14.31
01090 - Duplicating Machine Operator		14.31
01111 - General Clerk I		11.63
01112 - General Clerk II		12.68
01113 - General Clerk III		14.24
01120 - Housing Referral Assistant		16.52
01141 - Messenger Courier		11.00
01191 - Order Clerk I		13.30
01192 - Order Clerk II		15.41
01261 - Personnel Assistant (Employment) I		14.60
01262 - Personnel Assistant (Employment) II		16.34
01263 - Personnel Assistant (Employment) III		18.22
01270 - Production Control Clerk		19.25
01280 - Receptionist		11.71
01290 - Rental Clerk		10.87
01300 - Scheduler, Maintenance		13.24
01311 - Secretary I		13.24
01312 - Secretary II		14.81
01313 - Secretary III		16.52
01320 - Service Order Dispatcher		14.62
01410 - Supply Technician		19.38
01420 - Survey Worker		13.11
01531 - Travel Clerk I		13.20
01532 - Travel Clerk II		14.27
01533 - Travel Clerk III		15.44
01611 - Word Processor I		11.67
01612 - Word Processor II		13.10
01613 - Word Processor III		14.65

05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.02
05010 - Automotive Electrician	18.51
05040 - Automotive Glass Installer	18.00
05070 - Automotive Worker	18.00
05110 - Mobile Equipment Servicer	16.94
05130 - Motor Equipment Metal Mechanic	19.02
05160 - Motor Equipment Metal Worker	18.00
05190 - Motor Vehicle Mechanic	19.02
05220 - Motor Vehicle Mechanic Helper	16.40
05250 - Motor Vehicle Upholstery Worker	17.45
05280 - Motor Vehicle Wrecker	18.00
05310 - Painter, Automotive	18.51
05340 - Radiator Repair Specialist	18.00
05370 - Tire Repairer	15.19
05400 - Transmission Repair Specialist	19.02
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.88
07041 - Cook I	10.68
07042 - Cook II	11.88
07070 - Dishwasher	8.74
07130 - Food Service Worker	8.96
07210 - Meat Cutter	14.01
07260 - Waiter/Waitress	9.07
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.76
09040 - Furniture Handler	15.32
09080 - Furniture Refinisher	20.24
09090 - Furniture Refinisher Helper	16.46
09110 - Furniture Repairer, Minor	18.49
09130 - Upholsterer	20.24
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.91
11060 - Elevator Operator	10.73
11090 - Gardener	13.23
11122 - Housekeeping Aide	10.73
11150 - Janitor	10.73
11210 - Laborer, Grounds Maintenance	11.79
11240 - Maid or Houseman	9.50
11260 - Pruner	10.95
11270 - Tractor Operator	13.46
11330 - Trail Maintenance Worker	11.79
11360 - Window Cleaner	11.55
12000 - Health Occupations	
12010 - Ambulance Driver	15.48
12011 - Breath Alcohol Technician	15.48
12012 - Certified Occupational Therapist Assistant	19.38
12015 - Certified Physical Therapist Assistant	22.25
12020 - Dental Assistant	17.85
12025 - Dental Hygienist	30.40
12030 - EKG Technician	24.95
12035 - Electroneurodiagnostic Technologist	24.95
12040 - Emergency Medical Technician	15.48
12071 - Licensed Practical Nurse I	14.72
12072 - Licensed Practical Nurse II	16.46
12073 - Licensed Practical Nurse III	18.36
12100 - Medical Assistant	14.34
12130 - Medical Laboratory Technician	16.34
12160 - Medical Record Clerk	14.21
12190 - Medical Record Technician	16.41
12195 - Medical Transcriptionist	14.36
12210 - Nuclear Medicine Technologist	36.18

12221 - Nursing Assistant I	10.66
12222 - Nursing Assistant II	11.98
12223 - Nursing Assistant III	13.07
12224 - Nursing Assistant IV	14.67
12235 - Optical Dispenser	15.13
12236 - Optical Technician	14.72
12250 - Pharmacy Technician	16.23
12280 - Phlebotomist	14.67
12305 - Radiologic Technologist	24.45
12311 - Registered Nurse I	21.66
12312 - Registered Nurse II	26.51
12313 - Registered Nurse II, Specialist	26.51
12314 - Registered Nurse III	32.08
12315 - Registered Nurse III, Anesthetist	32.08
12316 - Registered Nurse IV	38.42
12317 - Scheduler (Drug and Alcohol Testing)	20.40
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.56
13012 - Exhibits Specialist II	21.43
13013 - Exhibits Specialist III	26.17
13041 - Illustrator I	16.69
13042 - Illustrator II	20.69
13043 - Illustrator III	25.31
13047 - Librarian	22.91
13050 - Library Aide/Clerk	10.65
13054 - Library Information Technology Systems Administrator	20.69
13058 - Library Technician	13.33
13061 - Media Specialist I	14.93
13062 - Media Specialist II	16.69
13063 - Media Specialist III	18.62
13071 - Photographer I	14.72
13072 - Photographer II	17.66
13073 - Photographer III	20.94
13074 - Photographer IV	26.01
13075 - Photographer V	30.93
13110 - Video Teleconference Technician	16.03
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.51
14042 - Computer Operator II	15.11
14043 - Computer Operator III	18.95
14044 - Computer Operator IV	21.08
14045 - Computer Operator V	23.33
14071 - Computer Programmer I	20.67
14072 - Computer Programmer II	25.59
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	27.53
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	13.51
14160 - Personal Computer Support Technician	21.08
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.53
15020 - Aircrew Training Devices Instructor (Rated)	33.31
15030 - Air Crew Training Devices Instructor (Pilot)	39.12
15050 - Computer Based Training Specialist / Instructor	27.53
15060 - Educational Technologist	26.59
15070 - Flight Instructor (Pilot)	39.12
15080 - Graphic Artist	19.60
15090 - Technical Instructor	18.70
15095 - Technical Instructor/Course Developer	22.98

15110 - Test Proctor	15.09
15120 - Tutor	15.09
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.53
16030 - Counter Attendant	9.53
16040 - Dry Cleaner	12.42
16070 - Finisher, Flatwork, Machine	9.53
16090 - Presser, Hand	9.53
16110 - Presser, Machine, Drycleaning	9.53
16130 - Presser, Machine, Shirts	9.53
16160 - Presser, Machine, Wearing Apparel, Laundry	9.53
16190 - Sewing Machine Operator	13.37
16220 - Tailor	14.31
16250 - Washer, Machine	10.54
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.47
19040 - Tool And Die Maker	22.07
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.86
21030 - Material Coordinator	19.25
21040 - Material Expediter	19.25
21050 - Material Handling Laborer	15.82
21071 - Order Filler	10.93
21080 - Production Line Worker (Food Processing)	15.86
21110 - Shipping Packer	17.16
21130 - Shipping/Receiving Clerk	15.94
21140 - Store Worker I	14.36
21150 - Stock Clerk	17.94
21210 - Tools And Parts Attendant	15.86
21410 - Warehouse Specialist	15.86
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.70
23021 - Aircraft Mechanic I	22.78
23022 - Aircraft Mechanic II	23.70
23023 - Aircraft Mechanic III	24.39
23040 - Aircraft Mechanic Helper	17.66
23050 - Aircraft, Painter	21.89
23060 - Aircraft Servicer	19.85
23080 - Aircraft Worker	20.94
23110 - Appliance Mechanic	21.89
23120 - Bicycle Repairer	15.87
23125 - Cable Splicer	29.41
23130 - Carpenter, Maintenance	20.39
23140 - Carpet Layer	20.94
23160 - Electrician, Maintenance	25.46
23181 - Electronics Technician Maintenance I	23.27
23182 - Electronics Technician Maintenance II	24.15
23183 - Electronics Technician Maintenance III	25.31
23260 - Fabric Worker	19.85
23290 - Fire Alarm System Mechanic	22.78
23310 - Fire Extinguisher Repairer	18.75
23311 - Fuel Distribution System Mechanic	21.24
23312 - Fuel Distribution System Operator	17.57
23370 - General Maintenance Worker	18.15
23380 - Ground Support Equipment Mechanic	22.78
23381 - Ground Support Equipment Servicer	19.85
23382 - Ground Support Equipment Worker	20.94
23391 - Gunsmith I	18.75
23392 - Gunsmith II	20.94
23393 - Gunsmith III	22.78
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.46

23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.68
23430 - Heavy Equipment Mechanic	21.15
23440 - Heavy Equipment Operator	19.95
23460 - Instrument Mechanic	22.78
23465 - Laboratory/Shelter Mechanic	21.89
23470 - Laborer	13.20
23510 - Locksmith	21.89
23530 - Machinery Maintenance Mechanic	24.28
23550 - Machinist, Maintenance	19.63
23580 - Maintenance Trades Helper	16.46
23591 - Metrology Technician I	22.78
23592 - Metrology Technician II	23.57
23593 - Metrology Technician III	24.26
23640 - Millwright	23.19
23710 - Office Appliance Repairer	20.39
23760 - Painter, Maintenance	18.50
23790 - Pipefitter, Maintenance	25.63
23810 - Plumber, Maintenance	21.82
23820 - Pneudraulic Systems Mechanic	22.78
23850 - Rigger	22.78
23870 - Scale Mechanic	20.94
23890 - Sheet-Metal Worker, Maintenance	22.17
23910 - Small Engine Mechanic	19.22
23931 - Telecommunications Mechanic I	23.73
23932 - Telecommunications Mechanic II	24.67
23950 - Telephone Lineman	21.08
23960 - Welder, Combination, Maintenance	20.27
23965 - Well Driller	22.78
23970 - Woodcraft Worker	22.78
23980 - Woodworker	18.75
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.63
24580 - Child Care Center Clerk	12.02
24610 - Chore Aide	11.02
24620 - Family Readiness And Support Services Coordinator	12.50
24630 - Homemaker	15.31
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.78
25040 - Sewage Plant Operator	18.72
25070 - Stationary Engineer	22.78
25190 - Ventilation Equipment Tender	17.66
25210 - Water Treatment Plant Operator	18.72
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.82
27007 - Baggage Inspector	10.95
27008 - Corrections Officer	18.93
27010 - Court Security Officer	19.14
27030 - Detection Dog Handler	14.39
27040 - Detention Officer	18.93
27070 - Firefighter	18.68
27101 - Guard I	10.95
27102 - Guard II	14.39
27131 - Police Officer I	21.40
27132 - Police Officer II	23.77
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.45
28042 - Carnival Equipment Repairer	10.82
28043 - Carnival Equipment Worker	9.09
28210 - Gate Attendant/Gate Tender	13.41
28310 - Lifeguard	11.01

28350 - Park Attendant (Aide)	15.00
28510 - Recreation Aide/Health Facility Attendant	10.95
28515 - Recreation Specialist	18.59
28630 - Sports Official	11.95
28690 - Swimming Pool Operator	15.27
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.93
29020 - Hatch Tender	20.93
29030 - Line Handler	20.93
29041 - Stevedore I	18.59
29042 - Stevedore II	21.89
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	17.33
30022 - Archeological Technician II	19.39
30023 - Archeological Technician III	24.03
30030 - Cartographic Technician	24.03
30040 - Civil Engineering Technician	22.29
30061 - Drafter/CAD Operator I	17.33
30062 - Drafter/CAD Operator II	21.58
30063 - Drafter/CAD Operator III	22.11
30064 - Drafter/CAD Operator IV	26.60
30081 - Engineering Technician I	15.65
30082 - Engineering Technician II	17.86
30083 - Engineering Technician III	20.62
30084 - Engineering Technician IV	24.34
30085 - Engineering Technician V	29.79
30086 - Engineering Technician VI	36.05
30090 - Environmental Technician	24.03
30210 - Laboratory Technician	25.15
30240 - Mathematical Technician	24.03
30361 - Paralegal/Legal Assistant I	15.73
30362 - Paralegal/Legal Assistant II	19.50
30363 - Paralegal/Legal Assistant III	23.85
30364 - Paralegal/Legal Assistant IV	28.86
30390 - Photo-Optics Technician	24.03
30461 - Technical Writer I	18.08
30462 - Technical Writer II	22.11
30463 - Technical Writer III	26.75
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 Surface Programs	(see 2) 21.63
30621 - Weather Observer, Senior	(see 2) 24.03
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.53
31030 - Bus Driver	15.72
31043 - Driver Courier	13.44
31260 - Parking and Lot Attendant	11.13
31290 - Shuttle Bus Driver	14.05
31310 - Taxi Driver	12.42
31361 - Truckdriver, Light	14.05
31362 - Truckdriver, Medium	14.87
31363 - Truckdriver, Heavy	19.87
31364 - Truckdriver, Tractor-Trailer	19.87
99000 - Miscellaneous Occupations	
99030 - Cashier	8.77

99050 - Desk Clerk	9.56
99095 - Embalmer	24.57
99251 - Laboratory Animal Caretaker I	12.85
99252 - Laboratory Animal Caretaker II	13.63
99310 - Mortician	24.57
99410 - Pest Controller	15.59
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	15.04
99711 - Recycling Specialist	17.17
99730 - Refuse Collector	13.97
99810 - Sales Clerk	12.45
99820 - School Crossing Guard	13.71
99830 - Survey Party Chief	24.55
99831 - Surveying Aide	12.29
99832 - Surveying Technician	16.84
99840 - Vending Machine Attendant	13.02
99841 - Vending Machine Repairer	14.28
99842 - Vending Machine Repairer Helper	13.02

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 5 years, 4 weeks after 15 years, and 5 weeks 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) 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 link 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.