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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
		Wage Determination No.: 2005-2455
Diane C. Koplewski		Revision No.: 14
Director		Date Of Revision: 06/19/2013
Division of		
Wage Determinations		

State: Pennsylvania

Area: Pennsylvania Counties of Adams, York

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.67
01012 - Accounting Clerk II		15.34
01013 - Accounting Clerk III		17.16
01020 - Administrative Assistant		21.55
01040 - Court Reporter		17.62
01051 - Data Entry Operator I		11.40
01052 - Data Entry Operator II		12.65
01060 - Dispatcher, Motor Vehicle		16.31
01070 - Document Preparation Clerk		13.07
01090 - Duplicating Machine Operator		13.07
01111 - General Clerk I		12.66
01112 - General Clerk II		14.68
01113 - General Clerk III		16.47
01120 - Housing Referral Assistant		20.66
01141 - Messenger Courier		10.55
01191 - Order Clerk I		11.40
01192 - Order Clerk II		14.84
01261 - Personnel Assistant (Employment) I		15.29
01262 - Personnel Assistant (Employment) II		17.62
01263 - Personnel Assistant (Employment) III		18.39
01270 - Production Control Clerk		21.16
01280 - Receptionist		13.07
01290 - Rental Clerk		15.62
01300 - Scheduler, Maintenance		15.89
01311 - Secretary I		16.56
01312 - Secretary II		18.52
01313 - Secretary III		20.66
01320 - Service Order Dispatcher		14.55
01410 - Supply Technician		21.55
01420 - Survey Worker		17.16
01531 - Travel Clerk I		12.01
01532 - Travel Clerk II		12.88
01533 - Travel Clerk III		13.80
01611 - Word Processor I		13.07
01612 - Word Processor II		15.62
01613 - Word Processor III		17.62
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		18.92
05010 - Automotive Electrician		17.89

05040 - Automotive Glass Installer	17.17
05070 - Automotive Worker	17.17
05110 - Mobile Equipment Servicer	15.68
05130 - Motor Equipment Metal Mechanic	18.81
05160 - Motor Equipment Metal Worker	17.17
05190 - Motor Vehicle Mechanic	18.32
05220 - Motor Vehicle Mechanic Helper	16.42
05250 - Motor Vehicle Upholstery Worker	16.42
05280 - Motor Vehicle Wrecker	17.17
05310 - Painter, Automotive	17.89
05340 - Radiator Repair Specialist	17.17
05370 - Tire Repairer	13.29
05400 - Transmission Repair Specialist	18.52
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.53
07041 - Cook I	11.72
07042 - Cook II	13.11
07070 - Dishwasher	8.89
07130 - Food Service Worker	9.23
07210 - Meat Cutter	14.73
07260 - Waiter/Waitress	9.47
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.27
09040 - Furniture Handler	13.45
09080 - Furniture Refinisher	17.27
09090 - Furniture Refinisher Helper	14.41
09110 - Furniture Repairer, Minor	15.85
09130 - Upholsterer	17.27
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.58
11060 - Elevator Operator	10.50
11090 - Gardener	14.61
11122 - Housekeeping Aide	11.55
11150 - Janitor	10.50
11210 - Laborer, Grounds Maintenance	12.25
11240 - Maid or Houseman	8.97
11260 - Pruner	11.39
11270 - Tractor Operator	13.98
11330 - Trail Maintenance Worker	12.25
11360 - Window Cleaner	11.14
12000 - Health Occupations	
12010 - Ambulance Driver	13.02
12011 - Breath Alcohol Technician	17.12
12012 - Certified Occupational Therapist Assistant	19.82
12015 - Certified Physical Therapist Assistant	18.94
12020 - Dental Assistant	12.75
12025 - Dental Hygienist	26.80
12030 - EKG Technician	23.66
12035 - Electroneurodiagnostic Technologist	23.66
12040 - Emergency Medical Technician	13.02
12071 - Licensed Practical Nurse I	16.54
12072 - Licensed Practical Nurse II	18.50
12073 - Licensed Practical Nurse III	20.63
12100 - Medical Assistant	13.05
12130 - Medical Laboratory Technician	16.64
12160 - Medical Record Clerk	13.01
12190 - Medical Record Technician	14.62
12195 - Medical Transcriptionist	15.74
12210 - Nuclear Medicine Technologist	31.92
12221 - Nursing Assistant I	9.95
12222 - Nursing Assistant II	11.19
12223 - Nursing Assistant III	12.21

12224 - Nursing Assistant IV	13.70
12235 - Optical Dispenser	13.04
12236 - Optical Technician	13.64
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	13.97
12305 - Radiologic Technologist	25.47
12311 - Registered Nurse I	23.70
12312 - Registered Nurse II	28.99
12313 - Registered Nurse II, Specialist	28.99
12314 - Registered Nurse III	35.07
12315 - Registered Nurse III, Anesthetist	35.07
12316 - Registered Nurse IV	42.03
12317 - Scheduler (Drug and Alcohol Testing)	21.20
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.85
13012 - Exhibits Specialist II	23.36
13013 - Exhibits Specialist III	28.57
13041 - Illustrator I	18.85
13042 - Illustrator II	23.36
13043 - Illustrator III	28.57
13047 - Librarian	25.86
13050 - Library Aide/Clerk	10.26
13054 - Library Information Technology Systems Administrator	23.36
13058 - Library Technician	15.58
13061 - Media Specialist I	16.85
13062 - Media Specialist II	18.85
13063 - Media Specialist III	21.02
13071 - Photographer I	14.38
13072 - Photographer II	16.07
13073 - Photographer III	17.47
13074 - Photographer IV	24.37
13075 - Photographer V	29.49
13110 - Video Teleconference Technician	16.85
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.31
14042 - Computer Operator II	17.13
14043 - Computer Operator III	19.14
14044 - Computer Operator IV	21.23
14045 - Computer Operator V	23.67
14071 - Computer Programmer I	(see 1) 21.49
14072 - Computer Programmer II	(see 1) 26.32
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 26.73
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.31
14160 - Personal Computer Support Technician	21.23
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.73
15020 - Aircrew Training Devices Instructor (Rated)	32.34
15030 - Air Crew Training Devices Instructor (Pilot)	38.76
15050 - Computer Based Training Specialist / Instructor	26.73
15060 - Educational Technologist	27.44
15070 - Flight Instructor (Pilot)	38.76
15080 - Graphic Artist	20.04
15090 - Technical Instructor	18.68
15095 - Technical Instructor/Course Developer	22.85
15110 - Test Proctor	16.16
15120 - Tutor	16.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	

16010 - Assembler	9.39
16030 - Counter Attendant	9.39
16040 - Dry Cleaner	12.07
16070 - Finisher, Flatwork, Machine	9.39
16090 - Presser, Hand	9.39
16110 - Presser, Machine, Drycleaning	9.39
16130 - Presser, Machine, Shirts	9.39
16160 - Presser, Machine, Wearing Apparel, Laundry	9.39
16190 - Sewing Machine Operator	12.84
16220 - Tailor	13.56
16250 - Washer, Machine	10.27
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.26
19040 - Tool And Die Maker	20.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.23
21030 - Material Coordinator	21.16
21040 - Material Expediter	21.16
21050 - Material Handling Laborer	13.69
21071 - Order Filler	14.10
21080 - Production Line Worker (Food Processing)	15.23
21110 - Shipping Packer	15.54
21130 - Shipping/Receiving Clerk	15.54
21140 - Store Worker I	12.55
21150 - Stock Clerk	15.71
21210 - Tools And Parts Attendant	15.23
21410 - Warehouse Specialist	15.23
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.26
23021 - Aircraft Mechanic I	22.25
23022 - Aircraft Mechanic II	24.26
23023 - Aircraft Mechanic III	25.37
23040 - Aircraft Mechanic Helper	16.94
23050 - Aircraft, Painter	21.19
23060 - Aircraft Servicer	19.07
23080 - Aircraft Worker	20.12
23110 - Appliance Mechanic	16.51
23120 - Bicycle Repairer	13.29
23125 - Cable Splicer	28.86
23130 - Carpenter, Maintenance	19.72
23140 - Carpet Layer	14.87
23160 - Electrician, Maintenance	21.70
23181 - Electronics Technician Maintenance I	21.08
23182 - Electronics Technician Maintenance II	22.20
23183 - Electronics Technician Maintenance III	23.28
23260 - Fabric Worker	18.69
23290 - Fire Alarm System Mechanic	20.23
23310 - Fire Extinguisher Repairer	17.17
23311 - Fuel Distribution System Mechanic	21.20
23312 - Fuel Distribution System Operator	17.17
23370 - General Maintenance Worker	18.17
23380 - Ground Support Equipment Mechanic	22.25
23381 - Ground Support Equipment Servicer	19.07
23382 - Ground Support Equipment Worker	20.12
23391 - Gunsmith I	17.17
23392 - Gunsmith II	19.20
23393 - Gunsmith III	21.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.12
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.12
23430 - Heavy Equipment Mechanic	19.96

23440 - Heavy Equipment Operator	19.91
23460 - Instrument Mechanic	21.20
23465 - Laboratory/Shelter Mechanic	20.21
23470 - Laborer	13.50
23510 - Locksmith	20.21
23530 - Machinery Maintenance Mechanic	23.31
23550 - Machinist, Maintenance	20.08
23580 - Maintenance Trades Helper	16.15
23591 - Metrology Technician I	21.20
23592 - Metrology Technician II	22.21
23593 - Metrology Technician III	23.22
23640 - Millwright	21.20
23710 - Office Appliance Repairer	21.79
23760 - Painter, Maintenance	17.27
23790 - Pipefitter, Maintenance	21.51
23810 - Plumber, Maintenance	19.79
23820 - Pneudraulic Systems Mechanic	21.20
23850 - Rigger	21.20
23870 - Scale Mechanic	19.20
23890 - Sheet-Metal Worker, Maintenance	20.79
23910 - Small Engine Mechanic	18.23
23931 - Telecommunications Mechanic I	23.94
23932 - Telecommunications Mechanic II	25.07
23950 - Telephone Lineman	26.78
23960 - Welder, Combination, Maintenance	19.96
23965 - Well Driller	20.23
23970 - Woodcraft Worker	21.20
23980 - Woodworker	16.79
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.08
24580 - Child Care Center Clerk	13.81
24610 - Chore Aide	10.37
24620 - Family Readiness And Support Services Coordinator	13.77
24630 - Homemaker	15.36
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.90
25040 - Sewage Plant Operator	21.25
25070 - Stationary Engineer	21.90
25190 - Ventilation Equipment Tender	16.21
25210 - Water Treatment Plant Operator	21.25
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.19
27007 - Baggage Inspector	10.78
27008 - Corrections Officer	23.51
27010 - Court Security Officer	23.51
27030 - Detection Dog Handler	12.06
27040 - Detention Officer	23.51
27070 - Firefighter	20.82
27101 - Guard I	10.74
27102 - Guard II	12.06
27131 - Police Officer I	26.33
27132 - Police Officer II	29.60
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.57
28042 - Carnival Equipment Repairer	12.13
28043 - Carnival Equipment Worker	9.41
28210 - Gate Attendant/Gate Tender	13.18
28310 - Lifeguard	11.87
28350 - Park Attendant (Aide)	14.74
28510 - Recreation Aide/Health Facility Attendant	10.09
28515 - Recreation Specialist	16.90

28630 - Sports Official	11.74
28690 - Swimming Pool Operator	19.88
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.22
29020 - Hatch Tender	18.22
29030 - Line Handler	18.22
29041 - Stevedore I	17.27
29042 - Stevedore II	19.19
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	17.78
30022 - Archeological Technician II	19.91
30023 - Archeological Technician III	25.33
30030 - Cartographic Technician	27.18
30040 - Civil Engineering Technician	24.90
30061 - Drafter/CAD Operator I	19.61
30062 - Drafter/CAD Operator II	21.93
30063 - Drafter/CAD Operator III	24.46
30064 - Drafter/CAD Operator IV	30.09
30081 - Engineering Technician I	16.63
30082 - Engineering Technician II	18.68
30083 - Engineering Technician III	20.76
30084 - Engineering Technician IV	25.91
30085 - Engineering Technician V	33.77
30086 - Engineering Technician VI	39.86
30090 - Environmental Technician	26.50
30210 - Laboratory Technician	18.51
30240 - Mathematical Technician	27.18
30361 - Paralegal/Legal Assistant I	19.18
30362 - Paralegal/Legal Assistant II	23.77
30363 - Paralegal/Legal Assistant III	29.08
30364 - Paralegal/Legal Assistant IV	35.18
30390 - Photo-Optics Technician	27.18
30461 - Technical Writer I	22.76
30462 - Technical Writer II	27.84
30463 - Technical Writer III	33.68
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 2)	24.46
Surface Programs	
30621 - Weather Observer, Senior (see 2)	27.18
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.26
31030 - Bus Driver	15.40
31043 - Driver Courier	13.67
31260 - Parking and Lot Attendant	9.86
31290 - Shuttle Bus Driver	14.53
31310 - Taxi Driver	11.09
31361 - Truckdriver, Light	14.53
31362 - Truckdriver, Medium	15.68
31363 - Truckdriver, Heavy	18.87
31364 - Truckdriver, Tractor-Trailer	18.87
99000 - Miscellaneous Occupations	
99030 - Cashier	8.99
99050 - Desk Clerk	11.08
99095 - Embalmer	26.11
99251 - Laboratory Animal Caretaker I	13.48

99252 - Laboratory Animal Caretaker II	14.16
99310 - Mortician	29.78
99410 - Pest Controller	17.46
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	14.43
99711 - Recycling Specialist	16.47
99730 - Refuse Collector	13.41
99810 - Sales Clerk	11.61
99820 - School Crossing Guard	11.71
99830 - Survey Party Chief	19.39
99831 - Surveying Aide	12.63
99832 - Surveying Technician	17.30
99840 - Vending Machine Attendant	15.83
99841 - Vending Machine Repairer	18.18
99842 - Vending Machine Repairer Helper	15.83

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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; and 3 weeks after 10 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 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.