

ATTACHMENT B - WAGE DETERMINATION ALEXANDRIA

P07. Wage Determination - Rapides

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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. Koplowski Division of
Director Wage Determinations

Wage Determination No.: 2005-2229
Revision No.: 14
Date Of Revision: 07/25/2014

State: Louisiana

Area: Louisiana Parishes of Acadia, Allen, Avoyelles, Beauregard, Caldwell,
Catahoula, Concordia, Evangeline, Franklin, Grant, La Salle, Natchitoches,
Rapides, Sabine, Tensas, Vernon, Winn

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.28
01012 - Accounting Clerk II		14.20
01013 - Accounting Clerk III		15.45
01020 - Administrative Assistant		16.21
01040 - Court Reporter		12.81
01051 - Data Entry Operator I		10.30
01052 - Data Entry Operator II		11.37
01060 - Dispatcher, Motor Vehicle		14.08
01070 - Document Preparation Clerk		10.20
01090 - Duplicating Machine Operator		10.20
01111 - General Clerk I		10.13
01112 - General Clerk II		11.06
01113 - General Clerk III		13.19
01120 - Housing Referral Assistant		14.59
01141 - Messenger Courier		8.31
01191 - Order Clerk I		11.12
01192 - Order Clerk II		13.15
01261 - Personnel Assistant (Employment) I		12.53
01262 - Personnel Assistant (Employment) II		14.03
01263 - Personnel Assistant (Employment) III		16.08
01270 - Production Control Clerk		22.69
01280 - Receptionist		9.39
01290 - Rental Clerk		12.58
01300 - Scheduler, Maintenance		11.45
01311 - Secretary I		11.45
01312 - Secretary II		12.81
01313 - Secretary III		14.59
01320 - Service Order Dispatcher		18.30
01410 - Supply Technician		16.21
01420 - Survey Worker		12.55
01531 - Travel Clerk I		11.07
01532 - Travel Clerk II		12.10
01533 - Travel Clerk III		13.01
01611 - Word Processor I		11.02
01612 - Word Processor II		12.43
01613 - Word Processor III		13.77
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.10
05010 - Automotive Electrician		17.86
05040 - Automotive Glass Installer		16.72
05070 - Automotive Worker		16.72
05110 - Mobile Equipment Servicer		14.63
05130 - Motor Equipment Metal Mechanic		19.00
05160 - Motor Equipment Metal Worker		17.23
05190 - Motor Vehicle Mechanic		19.00
05220 - Motor Vehicle Mechanic Helper		13.30
05250 - Motor Vehicle Upholstery Worker		15.77
05280 - Motor Vehicle Wrecker		16.72

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05310 - Painter, Automotive	17.86
05340 - Radiator Repair Specialist	16.72
05370 - Tire Repairer	10.79
05400 - Transmission Repair Specialist	19.00
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.42
07041 - Cook I	9.57
07042 - Cook II	11.64
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.58
07210 - Meat Cutter	12.42
07260 - Waiter/Waitress	7.39
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	13.78
09040 - Furniture Handler	9.79
09080 - Furniture Refinisher	13.78
09090 - Furniture Refinisher Helper	10.26
09110 - Furniture Repairer, Minor	12.17
09130 - Upholsterer	13.78
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	7.78
11060 - Elevator Operator	8.37
11090 - Gardener	10.60
11122 - Housekeeping Aide	8.95
11150 - Janitor	8.95
11210 - Laborer, Grounds Maintenance	9.50
11240 - Maid or Houseman	7.40
11260 - Pruner	8.03
11270 - Tractor Operator	9.81
11330 - Trail Maintenance Worker	9.50
11360 - Window Cleaner	9.50
12000 - Health Occupations	
12010 - Ambulance Driver	16.23
12011 - Breath Alcohol Technician	16.60
12012 - Certified Occupational Therapist Assistant	21.27
12015 - Certified Physical Therapist Assistant	21.27
12020 - Dental Assistant	13.27
12025 - Dental Hygienist	32.85
12030 - EKG Technician	22.64
12035 - Electroneurodiagnostic Technologist	22.64
12040 - Emergency Medical Technician	16.23
12071 - Licensed Practical Nurse I	14.84
12072 - Licensed Practical Nurse II	16.60
12073 - Licensed Practical Nurse III	18.51
12100 - Medical Assistant	13.28
12130 - Medical Laboratory Technician	14.84
12160 - Medical Record Clerk	13.00
12190 - Medical Record Technician	14.84
12195 - Medical Transcriptionist	12.23
12210 - Nuclear Medicine Technologist	34.07
12221 - Nursing Assistant I	9.49
12222 - Nursing Assistant II	10.67
12223 - Nursing Assistant III	11.64
12224 - Nursing Assistant IV	13.07
12235 - Optical Dispenser	15.54
12236 - Optical Technician	14.84
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	13.07
12305 - Radiologic Technologist	21.06
12311 - Registered Nurse I	20.97
12312 - Registered Nurse II	25.63
12313 - Registered Nurse II, Specialist	25.63
12314 - Registered Nurse III	31.01
12315 - Registered Nurse III, Anesthetist	31.01
12316 - Registered Nurse IV	37.16
12317 - Scheduler (Drug and Alcohol Testing)	20.57
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	14.24
13012 - Exhibits Specialist II	17.64
13013 - Exhibits Specialist III	21.58

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13041 - Illustrator I	14. 24
13042 - Illustrator II	17. 64
13043 - Illustrator III	21. 58
13047 - Librarian	19. 54
13050 - Library Aide/Clerk	11. 34
13054 - Library Information Technology Systems Administrator	17. 64
13058 - Library Technician	14. 24
13061 - Media Specialist I	12. 73
13062 - Media Specialist II	14. 24
13063 - Media Specialist III	15. 88
13071 - Photographer I	12. 61
13072 - Photographer II	15. 05
13073 - Photographer III	19. 31
13074 - Photographer IV	21. 54
13075 - Photographer V	26. 06
13110 - Video Teleconference Technician	12. 73
14000 - Information Technology Occupations	
14041 - Computer Operator I	14. 71
14042 - Computer Operator II	16. 45
14043 - Computer Operator III	19. 02
14044 - Computer Operator IV	21. 11
14045 - Computer Operator V	23. 44
14071 - Computer Programmer I	20. 16
14072 - Computer Programmer II	26. 93
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	14. 71
14160 - Personal Computer Support Technician	21. 11
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29. 34
15020 - Aircrew Training Devices Instructor (Rated)	35. 50
15030 - Air Crew Training Devices Instructor (Pilot)	39. 05
15050 - Computer Based Training Specialist / Instructor	26. 93
15060 - Educational Technologist	22. 25
15070 - Flight Instructor (Pilot)	39. 05
15080 - Graphic Artist	19. 28
15090 - Technical Instructor	14. 52
15095 - Technical Instructor/Course Developer	17. 75
15110 - Test Proctor	12. 55
15120 - Tutor	12. 55
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7. 82
16030 - Counter Attendant	7. 82
16040 - Dry Cleaner	9. 44
16070 - Finisher, Flatwork, Machine	7. 82
16090 - Presser, Hand	7. 82
16110 - Presser, Machine, Drycleaning	7. 82
16130 - Presser, Machine, Shirts	7. 82
16160 - Presser, Machine, Wearing Apparel, Laundry	7. 82
16190 - Sewing Machine Operator	9. 98
16220 - Tailor	10. 54
16250 - Washer, Machine	8. 36
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16. 53
19040 - Tool And Die Maker	20. 67
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13. 55
21030 - Material Coordinator	19. 94
21040 - Material Expediter	19. 94
21050 - Material Handling Laborer	9. 98
21071 - Order Filler	10. 22
21080 - Production Line Worker (Food Processing)	13. 55
21110 - Shipping Packer	14. 78
21130 - Shipping/Receiving Clerk	14. 78
21140 - Store Worker I	10. 18
21150 - Stock Clerk	15. 63

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21210 - Tools And Parts Attendant	13.55
21410 - Warehouse Specialist	13.55
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.60
23021 - Aircraft Mechanic I	22.48
23022 - Aircraft Mechanic II	23.60
23023 - Aircraft Mechanic III	24.79
23040 - Aircraft Mechanic Helper	14.31
23050 - Aircraft, Painter	18.56
23060 - Aircraft Servicer	16.96
23080 - Aircraft Worker	18.00
23110 - Appliance Mechanic	16.53
23120 - Bicycle Repairer	10.79
23125 - Cable Splicer	21.63
23130 - Carpenter, Maintenance	15.37
23140 - Carpet Layer	15.26
23160 - Electrician, Maintenance	20.63
23181 - Electronics Technician Maintenance I	23.64
23182 - Electronics Technician Maintenance II	25.66
23183 - Electronics Technician Maintenance III	27.97
23260 - Fabric Worker	14.03
23290 - Fire Alarm System Mechanic	17.64
23310 - Fire Extinguisher Repairer	12.69
23311 - Fuel Distribution System Mechanic	17.64
23312 - Fuel Distribution System Operator	15.16
23370 - General Maintenance Worker	14.45
23380 - Ground Support Equipment Mechanic	22.48
23381 - Ground Support Equipment Servicer	16.96
23382 - Ground Support Equipment Worker	18.00
23391 - Gunsmith I	12.69
23392 - Gunsmith II	15.26
23393 - Gunsmith III	17.64
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.74
23411 - Heating, Ventilation And Air Contditi oning Mechanic (Research Facility)	18.63
23430 - Heavy Equipment Mechanic	20.92
23440 - Heavy Equipment Operator	14.67
23460 - Instrument Mechanic	17.64
23465 - Laboratory/Shelter Mechanic	16.53
23470 - Laborer	9.98
23510 - Locksmith	16.53
23530 - Machinery Maintenance Mechanic	17.89
23550 - Machinist, Maintenance	19.85
23580 - Maintenance Trades Helper	12.29
23591 - Metrology Technician I	17.64
23592 - Metrology Technician II	18.65
23593 - Metrology Technician III	19.67
23640 - Millwright	18.14
23710 - Office Appliance Repairer	16.53
23760 - Painter, Maintenance	15.37
23790 - Pipefitter, Maintenance	22.63
23810 - Plumber, Maintenance	21.41
23820 - Pneudraulic Systems Mechanic	17.64
23850 - Rigger	17.64
23870 - Scale Mechanic	15.26
23890 - Sheet-Metal Worker, Maintenance	19.40
23910 - Small Engine Mechanic	15.26
23931 - Telecommunications Mechanic I	18.33
23932 - Telecommunications Mechanic II	21.33
23950 - Telephone Lineman	18.33
23960 - Welder, Combination, Maintenance	15.95
23965 - Well Driller	17.64
23970 - Woodcraft Worker	17.64
23980 - Woodworker	13.83
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.48
24580 - Child Care Center Clerk	13.66
24610 - Chore Aide	8.88
24620 - Family Readiness And Support Services	15.60

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Coordinator	
24630 - Homemaker	14.50
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.33
25040 - Sewage Plant Operator	17.25
25070 - Stationary Engineer	18.33
25190 - Ventilation Equipment Tender	12.31
25210 - Water Treatment Plant Operator	17.25
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.01
27007 - Baggage Inspector	10.44
27008 - Corrections Officer	18.05
27010 - Court Security Officer	15.65
27030 - Detection Dog Handler	13.86
27040 - Detention Officer	18.05
27070 - Firefighter	14.63
27101 - Guard I	10.44
27102 - Guard II	13.86
27131 - Police Officer I	14.91
27132 - Police Officer II	16.57
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.29
28042 - Carnival Equipment Repairer	11.33
28043 - Carnival Equipment Worker	7.27
28210 - Gate Attendant/Gate Tender	13.41
28310 - Lifeguard	11.95
28350 - Park Attendant (Aide)	15.00
28510 - Recreation Aide/Health Facility Attendant	10.95
28515 - Recreation Specialist	14.49
28630 - Sports Official	11.95
28690 - Swimming Pool Operator	13.04
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.26
29020 - Hatch Tender	15.26
29030 - Line Handler	15.26
29041 - Stevedore I	14.03
29042 - Stevedore II	16.53
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HF0) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HF0) (see 2)	24.67
30012 - Air Traffic Control Specialist, Terminal (HF0) (see 2)	27.16
30021 - Archeological Technician I	15.24
30022 - Archeological Technician II	17.04
30023 - Archeological Technician III	23.02
30030 - Cartographic Technician	23.02
30040 - Civil Engineering Technician	20.83
30061 - Drafter/CAD Operator I	16.60
30062 - Drafter/CAD Operator II	18.58
30063 - Drafter/CAD Operator III	20.71
30064 - Drafter/CAD Operator IV	25.48
30081 - Engineering Technician I	13.44
30082 - Engineering Technician II	15.24
30083 - Engineering Technician III	17.04
30084 - Engineering Technician IV	21.11
30085 - Engineering Technician V	25.83
30086 - Engineering Technician VI	31.43
30090 - Environmental Technician	21.11
30210 - Laboratory Technician	20.71
30240 - Mathematical Technician	21.11
30361 - Paralegal/Legal Assistant I	17.37
30362 - Paralegal/Legal Assistant II	21.54
30363 - Paralegal/Legal Assistant III	26.33
30364 - Paralegal/Legal Assistant IV	31.86
30390 - Photo-Optics Technician	23.02
30461 - Technical Writer I	21.11
30462 - Technical Writer II	25.83
30463 - Technical Writer III	31.25
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97

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30494 - Unexploded (UXO) Safety Escort		22.74
30495 - Unexploded (UXO) Sweep Personnel		22.74
30620 - Weather Observer, Combined Upper Air Or	(see 2)	18.83
Surface Programs		
30621 - Weather Observer, Senior	(see 2)	21.11
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.34
31030 - Bus Driver		15.33
31043 - Driver Courier		13.59
31260 - Parking and Lot Attendant		7.99
31290 - Shuttle Bus Driver		13.87
31310 - Taxi Driver		11.20
31361 - Truckdriver, Light		13.87
31362 - Truckdriver, Medium		15.33
31363 - Truckdriver, Heavy		17.36
31364 - Truckdriver, Tractor-Trailer		17.36
99000 - Miscellaneous Occupations		
99030 - Cashier		7.79
99050 - Desk Clerk		8.97
99095 - Embalmer		22.34
99251 - Laboratory Animal Caretaker I		10.98
99252 - Laboratory Animal Caretaker II		11.76
99310 - Mortician		22.34
99410 - Pest Controller		12.60
99510 - Photofinishing Worker		11.95
99710 - Recycling Laborer		12.77
99711 - Recycling Specialist		13.44
99730 - Refuse Collector		11.43
99810 - Sales Clerk		11.67
99820 - School Crossing Guard		11.43
99830 - Survey Party Chief		16.21
99831 - Surveying Aide		10.00
99832 - Surveying Technician		14.74
99840 - Vending Machine Attendant		13.88
99841 - Vending Machine Repairer		16.48
99842 - Vending Machine Repairer Helper		13.88

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.02 per hour or \$160.80 per week or \$696.79 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 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

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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. Conformance 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 employee (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

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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

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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.