

&gt;

WD 05-2277 (Rev.-15) was first posted on www.wdol.gov on 12/30/2014

\*\*\*\*\*

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.: 2005-2277
Director	Wage Determinations		Revision No.: 15
			Date Of Revision: 12/22/2014

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

---

State: Michigan

Area: Michigan Counties of Barry, Berrien, Branch, Calhoun, Cass, Eaton, Hillsdale, Ingham, Ionia, Jackson, Kalamazoo, Saint Joseph, Van Buren

---

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.30
01012 - Accounting Clerk II		14.93
01013 - Accounting Clerk III		17.42
01020 - Administrative Assistant		19.59
01040 - Court Reporter		16.95
01051 - Data Entry Operator I		13.06
01052 - Data Entry Operator II		14.25
01060 - Dispatcher, Motor Vehicle		17.83
01070 - Document Preparation Clerk		14.96
01090 - Duplicating Machine Operator		14.96
01111 - General Clerk I		12.00
01112 - General Clerk II		13.10
01113 - General Clerk III		14.70
01120 - Housing Referral Assistant		18.02
01141 - Messenger Courier		12.42
01191 - Order Clerk I		13.63
01192 - Order Clerk II		14.87
01261 - Personnel Assistant (Employment) I		15.43
01262 - Personnel Assistant (Employment) II		17.16
01263 - Personnel Assistant (Employment) III		19.14
01270 - Production Control Clerk		19.25
01280 - Receptionist		11.72
01290 - Rental Clerk		14.44
01300 - Scheduler, Maintenance		14.44
01311 - Secretary I		14.44
01312 - Secretary II		16.51
01313 - Secretary III		18.02
01320 - Service Order Dispatcher		15.57
01410 - Supply Technician		19.59
01420 - Survey Worker		16.95
01531 - Travel Clerk I		12.78
01532 - Travel Clerk II		13.89

01533 - Travel Clerk III	15.03
01611 - Word Processor I	13.21
01612 - Word Processor II	15.98
01613 - Word Processor III	18.09
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.06
05010 - Automotive Electrician	21.05
05040 - Automotive Glass Installer	20.05
05070 - Automotive Worker	20.05
05110 - Mobile Equipment Servicer	18.05
05130 - Motor Equipment Metal Mechanic	22.06
05160 - Motor Equipment Metal Worker	20.05
05190 - Motor Vehicle Mechanic	22.06
05220 - Motor Vehicle Mechanic Helper	17.04
05250 - Motor Vehicle Upholstery Worker	19.05
05280 - Motor Vehicle Wrecker	20.05
05310 - Painter, Automotive	21.05
05340 - Radiator Repair Specialist	20.05
05370 - Tire Repairer	16.02
05400 - Transmission Repair Specialist	22.06
07000 - Food Preparation And Service Occupations	
07010 - Baker	17.67
07041 - Cook I	16.28
07042 - Cook II	17.67
07070 - Dishwasher	13.43
07130 - Food Service Worker	13.43
07210 - Meat Cutter	17.67
07260 - Waiter/Waitress	14.12
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.63
09040 - Furniture Handler	15.88
09080 - Furniture Refinisher	20.63
09090 - Furniture Refinisher Helper	17.43
09110 - Furniture Repairer, Minor	19.06
09130 - Upholsterer	20.63
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.95
11060 - Elevator Operator	12.95
11090 - Gardener	15.98
11122 - Housekeeping Aide	12.95
11150 - Janitor	12.95
11210 - Laborer, Grounds Maintenance	13.86
11240 - Maid or Houseman	12.02
11260 - Pruner	14.77
11270 - Tractor Operator	15.57
11330 - Trail Maintenance Worker	13.86
11360 - Window Cleaner	13.86
12000 - Health Occupations	
12010 - Ambulance Driver	17.51
12011 - Breath Alcohol Technician	17.51
12012 - Certified Occupational Therapist Assistant	18.72
12015 - Certified Physical Therapist Assistant	23.04
12020 - Dental Assistant	16.22
12025 - Dental Hygienist	27.68
12030 - EKG Technician	25.99
12035 - Electroneurodiagnostic Technologist	25.99
12040 - Emergency Medical Technician	17.51
12071 - Licensed Practical Nurse I	15.73
12072 - Licensed Practical Nurse II	17.60
12073 - Licensed Practical Nurse III	19.63
12100 - Medical Assistant	13.83
12130 - Medical Laboratory Technician	19.05
12160 - Medical Record Clerk	14.37
12190 - Medical Record Technician	16.07
12195 - Medical Transcriptionist	14.43
12210 - Nuclear Medicine Technologist	32.84

12221 - Nursing Assistant I	10.08
12222 - Nursing Assistant II	11.33
12223 - Nursing Assistant III	12.37
12224 - Nursing Assistant IV	13.88
12235 - Optical Dispenser	16.32
12236 - Optical Technician	15.73
12250 - Pharmacy Technician	16.28
12280 - Phlebotomist	15.73
12305 - Radiologic Technologist	23.64
12311 - Registered Nurse I	24.60
12312 - Registered Nurse II	30.09
12313 - Registered Nurse II, Specialist	30.09
12314 - Registered Nurse III	36.40
12315 - Registered Nurse III, Anesthetist	36.40
12316 - Registered Nurse IV	43.34
12317 - Scheduler (Drug and Alcohol Testing)	21.81
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.85
13012 - Exhibits Specialist II	22.12
13013 - Exhibits Specialist III	27.06
13041 - Illustrator I	17.85
13042 - Illustrator II	22.12
13043 - Illustrator III	27.06
13047 - Librarian	24.50
13050 - Library Aide/Clerk	13.54
13054 - Library Information Technology Systems Administrator	22.12
13058 - Library Technician	13.81
13061 - Media Specialist I	15.96
13062 - Media Specialist II	17.85
13063 - Media Specialist III	19.90
13071 - Photographer I	14.64
13072 - Photographer II	17.05
13073 - Photographer III	19.81
13074 - Photographer IV	23.58
13075 - Photographer V	28.31
13110 - Video Teleconference Technician	16.65
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.12
14042 - Computer Operator II	19.15
14043 - Computer Operator III	21.36
14044 - Computer Operator IV	23.73
14045 - Computer Operator V	26.27
14071 - Computer Programmer I	21.24
14072 - Computer Programmer II	26.32
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	17.12
14160 - Personal Computer Support Technician	23.73
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.44
15020 - Aircrew Training Devices Instructor (Rated)	35.62
15030 - Air Crew Training Devices Instructor (Pilot)	39.18
15050 - Computer Based Training Specialist / Instructor	29.44
15060 - Educational Technologist	30.63
15070 - Flight Instructor (Pilot)	39.18
15080 - Graphic Artist	19.32
15090 - Technical Instructor	24.30
15095 - Technical Instructor/Course Developer	29.73
15110 - Test Proctor	19.97
15120 - Tutor	19.97
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.87

16030 - Counter Attendant	9.87
16040 - Dry Cleaner	13.34
16070 - Finisher, Flatwork, Machine	9.87
16090 - Presser, Hand	9.87
16110 - Presser, Machine, Drycleaning	9.87
16130 - Presser, Machine, Shirts	9.87
16160 - Presser, Machine, Wearing Apparel, Laundry	9.87
16190 - Sewing Machine Operator	14.52
16220 - Tailor	15.65
16250 - Washer, Machine	11.01
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.43
19040 - Tool And Die Maker	25.52
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.27
21030 - Material Coordinator	19.25
21040 - Material Expediter	19.25
21050 - Material Handling Laborer	14.29
21071 - Order Filler	15.26
21080 - Production Line Worker (Food Processing)	20.02
21110 - Shipping Packer	15.09
21130 - Shipping/Receiving Clerk	14.64
21140 - Store Worker I	14.24
21150 - Stock Clerk	17.52
21210 - Tools And Parts Attendant	17.80
21410 - Warehouse Specialist	19.79
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.40
23021 - Aircraft Mechanic I	22.38
23022 - Aircraft Mechanic II	23.40
23023 - Aircraft Mechanic III	24.43
23040 - Aircraft Mechanic Helper	18.22
23050 - Aircraft, Painter	21.77
23060 - Aircraft Servicer	19.88
23080 - Aircraft Worker	20.70
23110 - Appliance Mechanic	20.19
23120 - Bicycle Repairer	16.02
23125 - Cable Splicer	26.31
23130 - Carpenter, Maintenance	20.92
23140 - Carpet Layer	21.72
23160 - Electrician, Maintenance	24.44
23181 - Electronics Technician Maintenance I	23.56
23182 - Electronics Technician Maintenance II	24.73
23183 - Electronics Technician Maintenance III	25.90
23260 - Fabric Worker	19.39
23290 - Fire Alarm System Mechanic	22.45
23310 - Fire Extinguisher Repairer	18.37
23311 - Fuel Distribution System Mechanic	24.15
23312 - Fuel Distribution System Operator	19.75
23370 - General Maintenance Worker	19.06
23380 - Ground Support Equipment Mechanic	22.38
23381 - Ground Support Equipment Servicer	19.88
23382 - Ground Support Equipment Worker	20.70
23391 - Gunsmith I	18.37
23392 - Gunsmith II	20.41
23393 - Gunsmith III	22.45
23410 - Heating, Ventilation And Air-Conditioning Mechanic	25.58
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	26.74
23430 - Heavy Equipment Mechanic	21.01
23440 - Heavy Equipment Operator	21.97
23460 - Instrument Mechanic	22.45
23465 - Laboratory/Shelter Mechanic	21.43
23470 - Laborer	13.45
23510 - Locksmith	23.06

23530 - Machinery Maintenance Mechanic	23.17
23550 - Machinist, Maintenance	21.59
23580 - Maintenance Trades Helper	17.35
23591 - Metrology Technician I	22.45
23592 - Metrology Technician II	23.47
23593 - Metrology Technician III	24.50
23640 - Millwright	29.28
23710 - Office Appliance Repairer	20.96
23760 - Painter, Maintenance	20.63
23790 - Pipefitter, Maintenance	26.41
23810 - Plumber, Maintenance	24.71
23820 - Pneudraulic Systems Mechanic	22.45
23850 - Rigger	22.45
23870 - Scale Mechanic	20.41
23890 - Sheet-Metal Worker, Maintenance	27.51
23910 - Small Engine Mechanic	19.84
23931 - Telecommunications Mechanic I	25.28
23932 - Telecommunications Mechanic II	26.15
23950 - Telephone Lineman	23.24
23960 - Welder, Combination, Maintenance	21.46
23965 - Well Driller	22.45
23970 - Woodcraft Worker	22.45
23980 - Woodworker	18.37
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.59
24580 - Child Care Center Clerk	14.45
24610 - Chore Aide	12.62
24620 - Family Readiness And Support Services Coordinator	14.75
24630 - Homemaker	16.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.39
25040 - Sewage Plant Operator	19.67
25070 - Stationary Engineer	24.39
25190 - Ventilation Equipment Tender	19.77
25210 - Water Treatment Plant Operator	19.67
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.84
27007 - Baggage Inspector	12.10
27008 - Corrections Officer	20.78
27010 - Court Security Officer	20.94
27030 - Detection Dog Handler	16.64
27040 - Detention Officer	20.78
27070 - Firefighter	17.65
27101 - Guard I	12.10
27102 - Guard II	16.64
27131 - Police Officer I	24.29
27132 - Police Officer II	26.51
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	15.15
28042 - Carnival Equipment Repairer	15.81
28043 - Carnival Equipment Worker	13.47
28210 - Gate Attendant/Gate Tender	13.51
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	15.11
28510 - Recreation Aide/Health Facility Attendant	11.03
28515 - Recreation Specialist	18.50
28630 - Sports Official	12.03
28690 - Swimming Pool Operator	20.18
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	24.73
29020 - Hatch Tender	24.73
29030 - Line Handler	24.73
29041 - Stevedore I	23.74
29042 - Stevedore II	25.96
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		16.55
30022 - Archeological Technician II		18.23
30023 - Archeological Technician III		22.94
30030 - Cartographic Technician		22.94
30040 - Civil Engineering Technician		22.74
30061 - Drafter/CAD Operator I		16.55
30062 - Drafter/CAD Operator II		18.51
30063 - Drafter/CAD Operator III		20.65
30064 - Drafter/CAD Operator IV		25.40
30081 - Engineering Technician I		14.89
30082 - Engineering Technician II		16.55
30083 - Engineering Technician III		19.40
30084 - Engineering Technician IV		21.81
30085 - Engineering Technician V		25.82
30086 - Engineering Technician VI		31.24
30090 - Environmental Technician		22.03
30210 - Laboratory Technician		20.31
30240 - Mathematical Technician		22.94
30361 - Paralegal/Legal Assistant I		18.32
30362 - Paralegal/Legal Assistant II		21.59
30363 - Paralegal/Legal Assistant III		26.41
30364 - Paralegal/Legal Assistant IV		31.96
30390 - Photo-Optics Technician		22.94
30461 - Technical Writer I		22.94
30462 - Technical Writer II		28.07
30463 - Technical Writer III		31.90
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)	20.65
Surface Programs		
30621 - Weather Observer, Senior	(see 2)	24.08
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.98
31030 - Bus Driver		15.19
31043 - Driver Courier		15.94
31260 - Parking and Lot Attendant		13.12
31290 - Shuttle Bus Driver		16.87
31310 - Taxi Driver		15.19
31361 - Truckdriver, Light		16.87
31362 - Truckdriver, Medium		17.81
31363 - Truckdriver, Heavy		21.92
31364 - Truckdriver, Tractor-Trailer		21.92
99000 - Miscellaneous Occupations		
99030 - Cashier		8.89
99050 - Desk Clerk		11.59
99095 - Embalmer		23.74
99251 - Laboratory Animal Caretaker I		13.39
99252 - Laboratory Animal Caretaker II		14.18
99310 - Mortician		26.68
99410 - Pest Controller		15.84
99510 - Photofinishing Worker		11.95
99710 - Recycling Laborer		17.34
99711 - Recycling Specialist		19.67
99730 - Refuse Collector		16.20
99810 - Sales Clerk		11.58
99820 - School Crossing Guard		12.21
99830 - Survey Party Chief		21.71
99831 - Surveying Aide		11.40
99832 - Surveying Technician		18.09
99840 - Vending Machine Attendant		16.81

99841 - Vending Machine Repairer	21.13
99842 - Vending Machine Repairer Helper	16.81

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, 4 after 15 years, and 5 after 25 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of 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.