

WD 05-2373 (Rev.-15) was first posted on www.wdol.gov on 12/30/2014

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2373
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.

State: New York

Area: New York Counties of Nassau, Suffolk

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

OCCUPATION CODE - TITLE

FOOTNOTE

RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I

15.11

01012 - Accounting Clerk II

19.61

01013 - Accounting Clerk III

21.89

01020 - Administrative Assistant

30.93

01040 - Court Reporter

21.64

01051 - Data Entry Operator I

14.71

01052 - Data Entry Operator II

16.05

01060 - Dispatcher, Motor Vehicle

25.79

01070 - Document Preparation Clerk

15.56

01090 - Duplicating Machine Operator

15.56

01111 - General Clerk I
14.82
01112 - General Clerk II
17.49
01113 - General Clerk III
18.82
01120 - Housing Referral Assistant
26.92
01141 - Messenger Courier
12.92
01191 - Order Clerk I
19.59
01192 - Order Clerk II
20.45
01261 - Personnel Assistant (Employment) I
18.96
01262 - Personnel Assistant (Employment) II
21.22
01263 - Personnel Assistant (Employment) III
23.66
01270 - Production Control Clerk
23.51
01280 - Receptionist
15.67
01290 - Rental Clerk
18.04
01300 - Scheduler, Maintenance
21.57
01311 - Secretary I
21.57
01312 - Secretary II
24.82
01313 - Secretary III
26.92
01320 - Service Order Dispatcher
20.50
01410 - Supply Technician
30.93
01420 - Survey Worker
21.64
01531 - Travel Clerk I
15.98
01532 - Travel Clerk II
17.31
01533 - Travel Clerk III
18.79
01611 - Word Processor I
17.62
01612 - Word Processor II
20.16
01613 - Word Processor III
22.13
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass
28.50
05010 - Automotive Electrician
28.50

05040 - Automotive Glass Installer
27.31
05070 - Automotive Worker
27.31
05110 - Mobile Equipment Servicer
20.80
05130 - Motor Equipment Metal Mechanic
29.80
05160 - Motor Equipment Metal Worker
27.31
05190 - Motor Vehicle Mechanic
29.68
05220 - Motor Vehicle Mechanic Helper
23.15
05250 - Motor Vehicle Upholstery Worker
26.12
05280 - Motor Vehicle Wrecker
27.31
05310 - Painter, Automotive
28.50
05340 - Radiator Repair Specialist
27.31
05370 - Tire Repairer
16.69
05400 - Transmission Repair Specialist
29.68
07000 - Food Preparation And Service Occupations
07010 - Baker
18.55
07041 - Cook I
16.75
07042 - Cook II
18.23
07070 - Dishwasher
13.67
07130 - Food Service Worker
13.67
07210 - Meat Cutter
22.64
07260 - Waiter/Waitress
14.45
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter
22.16
09040 - Furniture Handler
16.83
09080 - Furniture Refinisher
22.16
09090 - Furniture Refinisher Helper
18.01
09110 - Furniture Repairer, Minor
20.37
09130 - Upholsterer
22.16
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles
13.67

11060 - Elevator Operator
13.67
11090 - Gardener
18.74
11122 - Housekeeping Aide
15.70
11150 - Janitor
15.70
11210 - Laborer, Grounds Maintenance
15.89
11240 - Maid or Houseman
13.68
11260 - Pruner
14.75
11270 - Tractor Operator
18.02
11330 - Trail Maintenance Worker
15.89
11360 - Window Cleaner
18.07
12000 - Health Occupations
12010 - Ambulance Driver
25.29
12011 - Breath Alcohol Technician
24.87
12012 - Certified Occupational Therapist Assistant
24.12
12015 - Certified Physical Therapist Assistant
22.28
12020 - Dental Assistant
16.75
12025 - Dental Hygienist
35.31
12030 - EKG Technician
28.65
12035 - Electroneurodiagnostic Technologist
28.65
12040 - Emergency Medical Technician
25.29
12071 - Licensed Practical Nurse I
23.69
12072 - Licensed Practical Nurse II
24.34
12073 - Licensed Practical Nurse III
24.48
12100 - Medical Assistant
16.66
12130 - Medical Laboratory Technician
23.34
12160 - Medical Record Clerk
18.71
12190 - Medical Record Technician
20.55
12195 - Medical Transcriptionist
19.43
12210 - Nuclear Medicine Technologist
36.93

12221 - Nursing Assistant I
13.17
12222 - Nursing Assistant II
14.72
12223 - Nursing Assistant III
15.82
12224 - Nursing Assistant IV
16.79
12235 - Optical Dispenser
24.64
12236 - Optical Technician
16.64
12250 - Pharmacy Technician
15.87
12280 - Phlebotomist
23.02
12305 - Radiologic Technologist
28.08
12311 - Registered Nurse I
32.76
12312 - Registered Nurse II
38.41
12313 - Registered Nurse II, Specialist
38.41
12314 - Registered Nurse III
49.39
12315 - Registered Nurse III, Anesthetist
49.39
12316 - Registered Nurse IV
59.22
12317 - Scheduler (Drug and Alcohol Testing)
26.17
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I
27.03
13012 - Exhibits Specialist II
33.49
13013 - Exhibits Specialist III
40.95
13041 - Illustrator I
28.35
13042 - Illustrator II
33.23
13043 - Illustrator III
40.66
13047 - Librarian
37.25
13050 - Library Aide/Clerk
15.79
13054 - Library Information Technology Systems
32.65
Administrator
13058 - Library Technician
25.62
13061 - Media Specialist I
23.57

13062 - Media Specialist II
 26.35
 13063 - Media Specialist III
 29.39
 13071 - Photographer I
 21.29
 13072 - Photographer II
 24.62
 13073 - Photographer III
 32.88
 13074 - Photographer IV
 44.26
 13075 - Photographer V
 50.85
 13110 - Video Teleconference Technician
 24.33
 14000 - Information Technology Occupations
 14041 - Computer Operator I
 19.00
 14042 - Computer Operator II
 21.26
 14043 - Computer Operator III
 23.71
 14044 - Computer Operator IV
 26.35
 14045 - Computer Operator V
 29.17
 14071 - Computer Programmer I (see 1)
 27.56
 14072 - Computer Programmer II (see 1)
 14073 - Computer Programmer III (see 1)
 14074 - Computer Programmer IV (see 1)
 14101 - Computer Systems Analyst I (see 1)
 14102 - Computer Systems Analyst II (see 1)
 14103 - Computer Systems Analyst III (see 1)
 14150 - Peripheral Equipment Operator
 19.00
 14160 - Personal Computer Support Technician
 26.35
 15000 - Instructional Occupations
 15010 - Aircrew Training Devices Instructor (Non-Rated)
 39.54
 15020 - Aircrew Training Devices Instructor (Rated)
 43.75
 15030 - Air Crew Training Devices Instructor (Pilot)
 52.46
 15050 - Computer Based Training Specialist / Instructor
 39.54
 15060 - Educational Technologist
 35.73
 15070 - Flight Instructor (Pilot)
 52.46
 15080 - Graphic Artist
 33.31
 15090 - Technical Instructor
 32.16

15095 - Technical Instructor/Course Developer
39.22
15110 - Test Proctor
25.56
15120 - Tutor
25.56
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
16010 - Assembler
11.62
16030 - Counter Attendant
11.62
16040 - Dry Cleaner
14.30
16070 - Finisher, Flatwork, Machine
11.62
16090 - Presser, Hand
11.62
16110 - Presser, Machine, Drycleaning
11.62
16130 - Presser, Machine, Shirts
11.62
16160 - Presser, Machine, Wearing Apparel, Laundry
11.62
16190 - Sewing Machine Operator
15.19
16220 - Tailor
16.04
16250 - Washer, Machine
12.60
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room)
20.89
19040 - Tool And Die Maker
24.46
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator
16.96
21030 - Material Coordinator
23.51
21040 - Material Expediter
23.51
21050 - Material Handling Laborer
14.62
21071 - Order Filler
16.34
21080 - Production Line Worker (Food Processing)
16.96
21110 - Shipping Packer
15.28
21130 - Shipping/Receiving Clerk
15.28
21140 - Store Worker I
15.06
21150 - Stock Clerk
18.88
21210 - Tools And Parts Attendant
16.96

21410 - Warehouse Specialist
16.96
23000 - Mechanics And Maintenance And Repair Occupations
23010 - Aerospace Structural Welder
29.63
23021 - Aircraft Mechanic I
27.11
23022 - Aircraft Mechanic II
29.58
23023 - Aircraft Mechanic III
30.72
23040 - Aircraft Mechanic Helper
21.90
23050 - Aircraft, Painter
25.88
23060 - Aircraft Servicer
24.23
23080 - Aircraft Worker
25.00
23110 - Appliance Mechanic
22.16
23120 - Bicycle Repairer
17.94
23125 - Cable Splicer
35.97
23130 - Carpenter, Maintenance
30.97
23140 - Carpet Layer
27.24
23160 - Electrician, Maintenance
37.18
23181 - Electronics Technician Maintenance I
24.19
23182 - Electronics Technician Maintenance II
27.39
23183 - Electronics Technician Maintenance III
28.51
23260 - Fabric Worker
25.82
23290 - Fire Alarm System Mechanic
21.92
23310 - Fire Extinguisher Repairer
22.51
23311 - Fuel Distribution System Mechanic
29.94
23312 - Fuel Distribution System Operator
27.20
23370 - General Maintenance Worker
24.67
23380 - Ground Support Equipment Mechanic
27.11
23381 - Ground Support Equipment Servicer
24.23
23382 - Ground Support Equipment Worker
25.00
23391 - Gunsmith I
22.51

23392 - Gunsmith II
25.12
23393 - Gunsmith III
27.25
23410 - Heating, Ventilation And Air-Conditioning
26.97
Mechanic
23411 - Heating, Ventilation And Air Contditioning
28.93
Mechanic (Research Facility)
23430 - Heavy Equipment Mechanic
26.10
23440 - Heavy Equipment Operator
34.30
23460 - Instrument Mechanic
30.86
23465 - Laboratory/Shelter Mechanic
26.21
23470 - Laborer
15.95
23510 - Locksmith
21.10
23530 - Machinery Maintenance Mechanic
23.95
23550 - Machinist, Maintenance
21.92
23580 - Maintenance Trades Helper
17.71
23591 - Metrology Technician I
30.86
23592 - Metrology Technician II
33.34
23593 - Metrology Technician III
32.75
23640 - Millwright
29.17
23710 - Office Appliance Repairer
21.80
23760 - Painter, Maintenance
26.70
23790 - Pipefitter, Maintenance
32.44
23810 - Plumber, Maintenance
31.23
23820 - Pneudraulic Systems Mechanic
27.25
23850 - Rigger
24.36
23870 - Scale Mechanic
25.12
23890 - Sheet-Metal Worker, Maintenance
29.81
23910 - Small Engine Mechanic
20.92
23931 - Telecommunications Mechanic I
30.91

23932 - Telecommunications Mechanic II
32.20
23950 - Telephone Lineman
33.44
23960 - Welder, Combination, Maintenance
24.11
23965 - Well Driller
22.73
23970 - Woodcraft Worker
27.25
23980 - Woodworker
20.43
24000 - Personal Needs Occupations
24570 - Child Care Attendant
13.05
24580 - Child Care Center Clerk
16.30
24610 - Chore Aide
12.79
24620 - Family Readiness And Support Services
14.89
Coordinator
24630 - Homemaker
16.85
25000 - Plant And System Operations Occupations
25010 - Boiler Tender
29.03
25040 - Sewage Plant Operator
25.19
25070 - Stationary Engineer
29.03
25190 - Ventilation Equipment Tender
23.71
25210 - Water Treatment Plant Operator
25.53
27000 - Protective Service Occupations
27004 - Alarm Monitor
19.12
27007 - Baggage Inspector
17.98
27008 - Corrections Officer
30.97
27010 - Court Security Officer
30.66
27030 - Detection Dog Handler
20.36
27040 - Detention Officer
30.97
27070 - Firefighter
31.42
27101 - Guard I
17.98
27102 - Guard II
20.36
27131 - Police Officer I
32.37

27132 - Police Officer II
35.94
28000 - Recreation Occupations
28041 - Carnival Equipment Operator
15.96
28042 - Carnival Equipment Repairer
16.75
28043 - Carnival Equipment Worker
13.67
28210 - Gate Attendant/Gate Tender
16.49
28310 - Lifeguard
14.63
28350 - Park Attendant (Aide)
18.46
28510 - Recreation Aide/Health Facility Attendant
18.95
28515 - Recreation Specialist
22.88
28630 - Sports Official
14.69
28690 - Swimming Pool Operator
20.98
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer
27.64
29020 - Hatch Tender
27.64
29030 - Line Handler
27.64
29041 - Stevedore I
26.22
29042 - Stevedore II
32.85
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)
40.33
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)
27.82
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)
30.63
30021 - Archeological Technician I
22.43
30022 - Archeological Technician II
26.50
30023 - Archeological Technician III
31.09
30030 - Cartographic Technician
29.15
30040 - Civil Engineering Technician
25.21
30061 - Drafter/CAD Operator I
19.69
30062 - Drafter/CAD Operator II
26.50
30063 - Drafter/CAD Operator III
29.42

30064 - Drafter/CAD Operator IV
 31.09
 30081 - Engineering Technician I
 19.98
 30082 - Engineering Technician II
 22.47
 30083 - Engineering Technician III
 25.28
 30084 - Engineering Technician IV
 31.22
 30085 - Engineering Technician V
 38.08
 30086 - Engineering Technician VI
 46.20
 30090 - Environmental Technician
 21.10
 30210 - Laboratory Technician
 21.37
 30240 - Mathematical Technician
 31.09
 30361 - Paralegal/Legal Assistant I
 23.36
 30362 - Paralegal/Legal Assistant II
 28.94
 30363 - Paralegal/Legal Assistant III
 35.39
 30364 - Paralegal/Legal Assistant IV
 42.84
 30390 - Photo-Optics Technician
 28.11
 30461 - Technical Writer I
 26.41
 30462 - Technical Writer II
 32.29
 30463 - Technical Writer III
 39.84
 30491 - Unexploded Ordnance (UXO) Technician I
 25.63
 30492 - Unexploded Ordnance (UXO) Technician II
 31.02
 30493 - Unexploded Ordnance (UXO) Technician III
 37.18
 30494 - Unexploded (UXO) Safety Escort
 25.63
 30495 - Unexploded (UXO) Sweep Personnel
 25.63
 30620 - Weather Observer, Combined Upper Air Or (see 2)
 29.42
 Surface Programs
 30621 - Weather Observer, Senior (see 2)
 27.27
 31000 - Transportation/Mobile Equipment Operation Occupations
 31020 - Bus Aide
 16.40
 31030 - Bus Driver
 19.89

31043 - Driver Courier
16.75
31260 - Parking and Lot Attendant
10.05
31290 - Shuttle Bus Driver
17.80
31310 - Taxi Driver
13.37
31361 - Truckdriver, Light
17.80
31362 - Truckdriver, Medium
18.87
31363 - Truckdriver, Heavy
24.52
31364 - Truckdriver, Tractor-Trailer
24.52
99000 - Miscellaneous Occupations
99030 - Cashier
18.74
99050 - Desk Clerk
13.34
99095 - Embalmer
27.84
99251 - Laboratory Animal Caretaker I
15.21
99252 - Laboratory Animal Caretaker II
15.97
99310 - Mortician
34.64
99410 - Pest Controller
18.15
99510 - Photofinishing Worker
16.23
99710 - Recycling Laborer
19.78
99711 - Recycling Specialist
22.36
99730 - Refuse Collector
21.17
99810 - Sales Clerk
14.70
99820 - School Crossing Guard
15.04
99830 - Survey Party Chief
26.35
99831 - Surveying Aide
15.48
99832 - Surveying Technician
20.42
99840 - Vending Machine Attendant
23.41
99841 - Vending Machine Repairer
25.44
99842 - Vending Machine Repairer Helper
21.46

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 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 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 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 ordinance, 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.