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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. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2059
Revision No.: 16
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: California

Area: California Counties of Marin, San Francisco, San Mateo
OCCUPATION NOTE:

Janitor: The rate for the Janitor occupation applies to Marin and San Mateo Counties Only. See Wage Determination 1974-1257 for wage rates and fringe benefits for San Francisco County.

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.92
01012 - Accounting Clerk II		20.12
01013 - Accounting Clerk III		22.50
01020 - Administrative Assistant		30.87
01040 - Court Reporter		27.93
01051 - Data Entry Operator I		15.38
01052 - Data Entry Operator II		16.78
01060 - Dispatcher, Motor Vehicle		29.13
01070 - Document Preparation Clerk		15.51
01090 - Duplicating Machine Operator		15.51
01111 - General Clerk I		15.87
01112 - General Clerk II		17.31
01113 - General Clerk III		19.60
01120 - Housing Referral Assistant		28.83
01141 - Messenger Courier		14.20
01191 - Order Clerk I		16.98
01192 - Order Clerk II		18.58
01261 - Personnel Assistant (Employment) I		19.80
01262 - Personnel Assistant (Employment) II		22.18
01263 - Personnel Assistant (Employment) III		24.69
01270 - Production Control Clerk		28.05
01280 - Receptionist		17.21
01290 - Rental Clerk		19.43
01300 - Scheduler, Maintenance		23.10
01311 - Secretary I		23.12
01312 - Secretary II		25.86
01313 - Secretary III		28.83
01320 - Service Order Dispatcher		28.67
01410 - Supply Technician		30.87
01420 - Survey Worker		22.72
01531 - Travel Clerk I		15.41
01532 - Travel Clerk II		17.34
01533 - Travel Clerk III		19.53
01611 - Word Processor I		20.77
01612 - Word Processor II		23.32
01613 - Word Processor III		26.09
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		24.75
05010 - Automotive Electrician		24.75
05040 - Automotive Glass Installer		21.60
05070 - Automotive Worker		24.75
05110 - Mobile Equipment Servicer		21.54
05130 - Motor Equipment Metal Mechanic		25.85
05160 - Motor Equipment Metal Worker		23.66

05190	- Motor Vehicle Mechanic	25.64
05220	- Motor Vehicle Mechanic Helper	20.21
05250	- Motor Vehicle Upholstery Worker	22.61
05280	- Motor Vehicle Wrecker	23.66
05310	- Painter, Automotive	24.75
05340	- Radiator Repair Specialist	23.66
05370	- Tire Repairer	17.44
05400	- Transmission Repair Specialist	25.85
07000	- Food Preparation And Service Occupations	
07010	- Baker	18.24
07041	- Cook I	16.43
07042	- Cook II	20.06
07070	- Dishwasher	12.45
07130	- Food Service Worker	12.45
07210	- Meat Cutter	18.24
07260	- Waiter/Waitress	13.50
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	21.82
09040	- Furniture Handler	15.17
09080	- Furniture Refinisher	21.82
09090	- Furniture Refinisher Helper	17.82
09110	- Furniture Repairer, Minor	19.37
09130	- Upholsterer	21.82
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	12.97
11060	- Elevator Operator	14.10
11090	- Gardener	23.78
11122	- Housekeeping Aide	14.89
11150	- Janitor	14.89
11210	- Laborer, Grounds Maintenance	18.29
11240	- Maid or Houseman	12.80
11260	- Pruner	17.19
11270	- Tractor Operator	21.58
11330	- Trail Maintenance Worker	18.29
11360	- Window Cleaner	16.07
12000	- Health Occupations	
12010	- Ambulance Driver	23.48
12011	- Breath Alcohol Technician	23.48
12012	- Certified Occupational Therapist Assistant	25.78
12015	- Certified Physical Therapist Assistant	27.94
12020	- Dental Assistant	21.98
12025	- Dental Hygienist	46.56
12030	- EKG Technician	27.59
12035	- Electroneurodiagnostic Technologist	27.59
12040	- Emergency Medical Technician	23.48
12071	- Licensed Practical Nurse I	23.14
12072	- Licensed Practical Nurse II	25.96
12073	- Licensed Practical Nurse III	29.04
12100	- Medical Assistant	20.98
12130	- Medical Laboratory Technician	23.05
12160	- Medical Record Clerk	21.00
12190	- Medical Record Technician	23.48
12195	- Medical Transcriptionist	20.55
12210	- Nuclear Medicine Technologist	45.90
12221	- Nursing Assistant I	13.66
12222	- Nursing Assistant II	15.35
12223	- Nursing Assistant III	16.75
12224	- Nursing Assistant IV	18.81
12235	- Optical Dispenser	22.64
12236	- Optical Technician	18.22
12250	- Pharmacy Technician	21.69
12280	- Phlebotomist	18.81
12305	- Radiologic Technologist	35.21
12311	- Registered Nurse I	43.85
12312	- Registered Nurse II	53.66
12313	- Registered Nurse II, Specialist	53.66
12314	- Registered Nurse III	64.90
12315	- Registered Nurse III, Anesthetist	64.90
12316	- Registered Nurse IV	77.80
12317	- Scheduler (Drug and Alcohol Testing)	34.02
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	25.67
13012	- Exhibits Specialist II	31.80
13013	- Exhibits Specialist III	38.86
13041	- Illustrator I	24.07
13042	- Illustrator II	29.81
13043	- Illustrator III	36.48
13047	- Librarian	35.64
13050	- Library Aide/Clerk	20.80
13054	- Library Information Technology Systems Administrator	31.06

13058	- Library Technician	26.04
13061	- Media Specialist I	22.42
13062	- Media Specialist II	25.08
13063	- Media Specialist III	27.96
13071	- Photographer I	20.39
13072	- Photographer II	22.81
13073	- Photographer III	28.23
13074	- Photographer IV	34.56
13075	- Photographer V	41.81
13110	- Video Teleconference Technician	23.30
14000	- Information Technology Occupations	
14041	- Computer Operator I	19.80
14042	- Computer Operator II	22.18
14043	- Computer Operator III	24.69
14044	- Computer Operator IV	27.43
14045	- Computer Operator V	30.39
14071	- Computer Programmer I (see 1)	27.62
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	19.80
14160	- Personal Computer Support Technician	27.43
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	36.97
15020	- Aircrew Training Devices Instructor (Rated)	44.74
15030	- Air Crew Training Devices Instructor (Pilot)	53.36
15050	- Computer Based Training Specialist / Instructor	36.97
15060	- Educational Technologist	32.03
15070	- Flight Instructor (Pilot)	53.36
15080	- Graphic Artist	31.77
15090	- Technical Instructor	28.46
15095	- Technical Instructor/Course Developer	34.82
15110	- Test Proctor	22.97
15120	- Tutor	22.97
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	10.71
16030	- Counter Attendant	10.71
16040	- Dry Cleaner	14.57
16070	- Finisher, Flatwork, Machine	10.71
16090	- Presser, Hand	10.71
16110	- Presser, Machine, Drycleaning	10.71
16130	- Presser, Machine, Shirts	10.71
16160	- Presser, Machine, Wearing Apparel, Laundry	10.71
16190	- Sewing Machine Operator	15.86
16220	- Tailor	17.13
16250	- Washer, Machine	12.01
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	22.84
19040	- Tool And Die Maker	26.94
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	19.56
21030	- Material Coordinator	28.05
21040	- Material Expediter	28.05
21050	- Material Handling Laborer	16.69
21071	- Order Filler	15.60
21080	- Production Line Worker (Food Processing)	19.56
21110	- Shipping Packer	17.79
21130	- Shipping/Receiving Clerk	17.79
21140	- Store Worker I	14.54
21150	- Stock Clerk	20.01
21210	- Tools And Parts Attendant	19.56
21410	- Warehouse Specialist	19.56
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	30.51
23021	- Aircraft Mechanic I	29.02
23022	- Aircraft Mechanic II	30.51
23023	- Aircraft Mechanic III	31.80
23040	- Aircraft Mechanic Helper	21.20
23050	- Aircraft, Painter	25.78
23060	- Aircraft Servicer	24.55
23080	- Aircraft Worker	26.05
23110	- Appliance Mechanic	22.85
23120	- Bicycle Repairer	18.57
23125	- Cable Splicer	30.82
23130	- Carpenter, Maintenance	26.08
23140	- Carpet Layer	25.09
23160	- Electrician, Maintenance	37.22
23181	- Electronics Technician Maintenance I	30.54

23182	- Electronics Technician Maintenance II	32.27
23183	- Electronics Technician Maintenance III	34.02
23260	- Fabric Worker	24.18
23290	- Fire Alarm System Mechanic	26.76
23310	- Fire Extinguisher Repairer	23.32
23311	- Fuel Distribution System Mechanic	30.15
23312	- Fuel Distribution System Operator	23.74
23370	- General Maintenance Worker	22.50
23380	- Ground Support Equipment Mechanic	29.02
23381	- Ground Support Equipment Servicer	24.55
23382	- Ground Support Equipment Worker	26.05
23391	- Gunsmith I	23.32
23392	- Gunsmith II	26.46
23393	- Gunsmith III	29.48
23410	- Heating, Ventilation And Air-Conditioning Mechanic	28.32
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	29.77
23430	- Heavy Equipment Mechanic	30.65
23440	- Heavy Equipment Operator	33.19
23460	- Instrument Mechanic	32.04
23465	- Laboratory/Shelter Mechanic	27.92
23470	- Laborer	16.00
23510	- Locksmith	21.82
23530	- Machinery Maintenance Mechanic	28.28
23550	- Machinist, Maintenance	27.28
23580	- Maintenance Trades Helper	16.99
23591	- Metrology Technician I	32.04
23592	- Metrology Technician II	33.68
23593	- Metrology Technician III	35.11
23640	- Millwright	32.38
23710	- Office Appliance Repairer	23.08
23760	- Painter, Maintenance	25.25
23790	- Pipefitter, Maintenance	31.65
23810	- Plumber, Maintenance	31.31
23820	- Pneudraulic Systems Mechanic	29.48
23850	- Rigger	27.83
23870	- Scale Mechanic	26.46
23890	- Sheet-Metal Worker, Maintenance	31.09
23910	- Small Engine Mechanic	21.21
23931	- Telecommunications Mechanic I	28.12
23932	- Telecommunications Mechanic II	29.56
23950	- Telephone Lineman	26.27
23960	- Welder, Combination, Maintenance	23.20
23965	- Well Driller	29.15
23970	- Woodcraft Worker	29.48
23980	- Woodworker	22.11
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	13.57
24580	- Child Care Center Clerk	17.26
24610	- Chore Aide	11.44
24620	- Family Readiness And Support Services Coordinator	19.02
24630	- Homemaker	17.13
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	38.18
25040	- Sewage Plant Operator	32.79
25070	- Stationary Engineer	38.18
25190	- Ventilation Equipment Tender	27.90
25210	- Water Treatment Plant Operator	32.79
27000	- Protective Service Occupations	
27004	- Alarm Monitor	28.75
27007	- Baggage Inspector	14.34
27008	- Corrections Officer	38.39
27010	- Court Security Officer	39.43
27030	- Detection Dog Handler	25.35
27040	- Detention Officer	38.39
27070	- Firefighter	36.20
27101	- Guard I	14.34
27102	- Guard II	25.35
27131	- Police Officer I	42.92
27132	- Police Officer II	47.21
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	15.59
28042	- Carnival Equipment Repairer	16.60
28043	- Carnival Equipment Worker	12.45
28210	- Gate Attendant/Gate Tender	18.04
28310	- Lifeguard	13.82
28350	- Park Attendant (Aide)	20.19
28510	- Recreation Aide/Health Facility Attendant	15.30
28515	- Recreation Specialist	21.02

28630	- Sports Official	16.07
28690	- Swimming Pool Operator	22.07
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	29.10
29020	- Hatch Tender	29.10
29030	- Line Handler	29.10
29041	- Stevedore I	27.42
29042	- Stevedore II	30.75
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	42.35
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	29.20
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	32.16
30021	- Archeological Technician I	23.47
30022	- Archeological Technician II	27.80
30023	- Archeological Technician III	34.44
30030	- Cartographic Technician	34.44
30040	- Civil Engineering Technician	31.67
30061	- Drafter/CAD Operator I	24.86
30062	- Drafter/CAD Operator II	27.80
30063	- Drafter/CAD Operator III	30.99
30064	- Drafter/CAD Operator IV	38.15
30081	- Engineering Technician I	18.90
30082	- Engineering Technician II	21.22
30083	- Engineering Technician III	23.73
30084	- Engineering Technician IV	29.40
30085	- Engineering Technician V	35.98
30086	- Engineering Technician VI	43.51
30090	- Environmental Technician	27.51
30210	- Laboratory Technician	23.42
30240	- Mathematical Technician	35.89
30361	- Paralegal/Legal Assistant I	23.52
30362	- Paralegal/Legal Assistant II	29.13
30363	- Paralegal/Legal Assistant III	35.65
30364	- Paralegal/Legal Assistant IV	43.11
30390	- Photo-Optics Technician	35.89
30461	- Technical Writer I	26.03
30462	- Technical Writer II	31.72
30463	- Technical Writer III	38.31
30491	- Unexploded Ordnance (UXO) Technician I	26.92
30492	- Unexploded Ordnance (UXO) Technician II	32.56
30493	- Unexploded Ordnance (UXO) Technician III	39.03
30494	- Unexploded (UXO) Safety Escort	26.92
30495	- Unexploded (UXO) Sweep Personnel	26.92
30620	- Weather Observer, Combined Upper Air Or (see 2)	30.99
Surface Programs		
30621	- Weather Observer, Senior (see 2)	32.89
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	14.39
31030	- Bus Driver	20.01
31043	- Driver Courier	17.77
31260	- Parking and Lot Attendant	12.49
31290	- Shuttle Bus Driver	19.22
31310	- Taxi Driver	15.44
31361	- Truckdriver, Light	19.22
31362	- Truckdriver, Medium	20.64
31363	- Truckdriver, Heavy	22.39
31364	- Truckdriver, Tractor-Trailer	22.39
99000	- Miscellaneous Occupations	
99030	- Cashier	13.32
99050	- Desk Clerk	13.67
99095	- Embalmer	25.13
99251	- Laboratory Animal Caretaker I	15.27
99252	- Laboratory Animal Caretaker II	16.53
99310	- Mortician	29.47
99410	- Pest Controller	18.30
99510	- Photofinishing Worker	17.70
99710	- Recycling Laborer	25.19
99711	- Recycling Specialist	28.66
99730	- Refuse Collector	22.65
99810	- Sales Clerk	15.51
99820	- School Crossing Guard	13.75
99830	- Survey Party Chief	40.68
99831	- Surveying Aide	23.51
99832	- Surveying Technician	27.74
99840	- Vending Machine Attendant	15.59
99841	- Vending Machine Repairer	18.24
99842	- Vending Machine Repairer Helper	15.59

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, and 4 weeks after 12 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used.

All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.