

WD 05-2581 (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 Director		Division of Wage Determinations		Wage Determination No.: 2005-2581 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: Wisconsin

Area: Wisconsin Counties of Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.81
01012 - Accounting Clerk II		15.51
01013 - Accounting Clerk III		17.91
01020 - Administrative Assistant		25.48
01040 - Court Reporter		19.27
01051 - Data Entry Operator I		12.06
01052 - Data Entry Operator II		13.16
01060 - Dispatcher, Motor Vehicle		18.54
01070 - Document Preparation Clerk		13.07
01090 - Duplicating Machine Operator		13.07
01111 - General Clerk I		12.45
01112 - General Clerk II		13.58
01113 - General Clerk III		15.24
01120 - Housing Referral Assistant		19.28
01141 - Messenger Courier		12.30
01191 - Order Clerk I		11.37
01192 - Order Clerk II		13.73
01261 - Personnel Assistant (Employment) I		16.16
01262 - Personnel Assistant (Employment) II		17.65
01263 - Personnel Assistant (Employment) III		19.68
01270 - Production Control Clerk		21.90
01280 - Receptionist		13.77
01290 - Rental Clerk		16.16
01300 - Scheduler, Maintenance		15.45
01311 - Secretary I		15.45
01312 - Secretary II		17.29
01313 - Secretary III		19.28
01320 - Service Order Dispatcher		17.32
01410 - Supply Technician		25.48
01420 - Survey Worker		18.54

01531 - Travel Clerk I	13.47
01532 - Travel Clerk II	14.57
01533 - Travel Clerk III	15.76
01611 - Word Processor I	13.00
01612 - Word Processor II	16.16
01613 - Word Processor III	17.30
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	21.91
05010 - Automotive Electrician	21.18
05040 - Automotive Glass Installer	20.38
05070 - Automotive Worker	20.38
05110 - Mobile Equipment Servicer	18.76
05130 - Motor Equipment Metal Mechanic	21.91
05160 - Motor Equipment Metal Worker	20.71
05190 - Motor Vehicle Mechanic	21.91
05220 - Motor Vehicle Mechanic Helper	17.85
05250 - Motor Vehicle Upholstery Worker	19.66
05280 - Motor Vehicle Wrecker	20.38
05310 - Painter, Automotive	21.18
05340 - Radiator Repair Specialist	20.38
05370 - Tire Repairer	16.09
05400 - Transmission Repair Specialist	21.91
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.25
07041 - Cook I	11.17
07042 - Cook II	12.52
07070 - Dishwasher	9.55
07130 - Food Service Worker	9.55
07210 - Meat Cutter	17.45
07260 - Waiter/Waitress	9.30
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.47
09040 - Furniture Handler	15.53
09080 - Furniture Refinisher	20.68
09090 - Furniture Refinisher Helper	17.44
09110 - Furniture Repairer, Minor	19.20
09130 - Upholsterer	20.68
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.17
11060 - Elevator Operator	10.90
11090 - Gardener	17.48
11122 - Housekeeping Aide	12.41
11150 - Janitor	13.68
11210 - Laborer, Grounds Maintenance	14.66
11240 - Maid or Houseman	9.30
11260 - Pruner	13.58
11270 - Tractor Operator	14.72
11330 - Trail Maintenance Worker	14.66
11360 - Window Cleaner	14.76
12000 - Health Occupations	
12010 - Ambulance Driver	19.09
12011 - Breath Alcohol Technician	19.01
12012 - Certified Occupational Therapist Assistant	20.21
12015 - Certified Physical Therapist Assistant	20.02
12020 - Dental Assistant	15.98
12025 - Dental Hygienist	29.21
12030 - EKG Technician	24.71
12035 - Electroneurodiagnostic Technologist	24.71
12040 - Emergency Medical Technician	19.09
12071 - Licensed Practical Nurse I	18.41
12072 - Licensed Practical Nurse II	20.59

12073 - Licensed Practical Nurse III	22.96
12100 - Medical Assistant	14.75
12130 - Medical Laboratory Technician	16.74
12160 - Medical Record Clerk	15.96
12190 - Medical Record Technician	17.85
12195 - Medical Transcriptionist	16.17
12210 - Nuclear Medicine Technologist	33.75
12221 - Nursing Assistant I	10.38
12222 - Nursing Assistant II	11.67
12223 - Nursing Assistant III	12.73
12224 - Nursing Assistant IV	14.29
12235 - Optical Dispenser	16.65
12236 - Optical Technician	14.64
12250 - Pharmacy Technician	13.49
12280 - Phlebotomist	14.29
12305 - Radiologic Technologist	25.22
12311 - Registered Nurse I	25.22
12312 - Registered Nurse II	30.83
12313 - Registered Nurse II, Specialist	30.83
12314 - Registered Nurse III	37.30
12315 - Registered Nurse III, Anesthetist	37.30
12316 - Registered Nurse IV	44.70
12317 - Scheduler (Drug and Alcohol Testing)	24.74
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.69
13012 - Exhibits Specialist II	22.17
13013 - Exhibits Specialist III	27.12
13041 - Illustrator I	17.91
13042 - Illustrator II	20.31
13043 - Illustrator III	24.08
13047 - Librarian	24.45
13050 - Library Aide/Clerk	13.67
13054 - Library Information Technology Systems Administrator	22.09
13058 - Library Technician	15.51
13061 - Media Specialist I	15.94
13062 - Media Specialist II	19.05
13063 - Media Specialist III	19.88
13071 - Photographer I	15.83
13072 - Photographer II	17.71
13073 - Photographer III	21.94
13074 - Photographer IV	26.85
13075 - Photographer V	32.48
13110 - Video Teleconference Technician	15.46
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.24
14042 - Computer Operator II	20.43
14043 - Computer Operator III	22.80
14044 - Computer Operator IV	25.35
14045 - Computer Operator V	27.91
14071 - Computer Programmer I	26.21
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	18.24
14160 - Personal Computer Support Technician	25.35
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	33.39

15020 - Aircrew Training Devices Instructor (Rated)	39.07
15030 - Air Crew Training Devices Instructor (Pilot)	44.48
15050 - Computer Based Training Specialist / Instructor	33.39
15060 - Educational Technologist	27.81
15070 - Flight Instructor (Pilot)	44.48
15080 - Graphic Artist	21.52
15090 - Technical Instructor	19.14
15095 - Technical Instructor/Course Developer	23.40
15110 - Test Proctor	16.88
15120 - Tutor	16.88
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.53
16030 - Counter Attendant	9.53
16040 - Dry Cleaner	12.42
16070 - Finisher, Flatwork, Machine	9.53
16090 - Presser, Hand	9.53
16110 - Presser, Machine, Drycleaning	9.53
16130 - Presser, Machine, Shirts	9.53
16160 - Presser, Machine, Wearing Apparel, Laundry	9.53
16190 - Sewing Machine Operator	13.37
16220 - Tailor	14.31
16250 - Washer, Machine	10.54
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.94
19040 - Tool And Die Maker	28.83
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.25
21030 - Material Coordinator	21.90
21040 - Material Expediter	21.90
21050 - Material Handling Laborer	13.45
21071 - Order Filler	13.31
21080 - Production Line Worker (Food Processing)	18.25
21110 - Shipping Packer	13.97
21130 - Shipping/Receiving Clerk	13.97
21140 - Store Worker I	14.36
21150 - Stock Clerk	18.13
21210 - Tools And Parts Attendant	18.25
21410 - Warehouse Specialist	18.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.52
23021 - Aircraft Mechanic I	21.45
23022 - Aircraft Mechanic II	22.52
23023 - Aircraft Mechanic III	23.64
23040 - Aircraft Mechanic Helper	16.82
23050 - Aircraft, Painter	21.01
23060 - Aircraft Servicer	18.74
23080 - Aircraft Worker	19.60
23110 - Appliance Mechanic	20.68
23120 - Bicycle Repairer	16.09
23125 - Cable Splicer	28.57
23130 - Carpenter, Maintenance	23.83
23140 - Carpet Layer	22.53
23160 - Electrician, Maintenance	28.77
23181 - Electronics Technician Maintenance I	21.81
23182 - Electronics Technician Maintenance II	22.99
23183 - Electronics Technician Maintenance III	24.27
23260 - Fabric Worker	20.01
23290 - Fire Alarm System Mechanic	22.95
23310 - Fire Extinguisher Repairer	19.09
23311 - Fuel Distribution System Mechanic	24.43
23312 - Fuel Distribution System Operator	22.50

23370 - General Maintenance Worker	18.76
23380 - Ground Support Equipment Mechanic	21.45
23381 - Ground Support Equipment Servicer	18.74
23382 - Ground Support Equipment Worker	19.60
23391 - Gunsmith I	19.09
23392 - Gunsmith II	21.42
23393 - Gunsmith III	23.83
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.27
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.43
23430 - Heavy Equipment Mechanic	23.48
23440 - Heavy Equipment Operator	25.39
23460 - Instrument Mechanic	23.83
23465 - Laboratory/Shelter Mechanic	22.58
23470 - Laborer	12.88
23510 - Locksmith	20.68
23530 - Machinery Maintenance Mechanic	24.11
23550 - Machinist, Maintenance	21.40
23580 - Maintenance Trades Helper	17.44
23591 - Metrology Technician I	23.83
23592 - Metrology Technician II	24.97
23593 - Metrology Technician III	26.17
23640 - Millwright	29.95
23710 - Office Appliance Repairer	19.98
23760 - Painter, Maintenance	20.15
23790 - Pipefitter, Maintenance	30.31
23810 - Plumber, Maintenance	26.53
23820 - Pneudraulic Systems Mechanic	23.83
23850 - Rigger	23.83
23870 - Scale Mechanic	21.42
23890 - Sheet-Metal Worker, Maintenance	25.35
23910 - Small Engine Mechanic	19.90
23931 - Telecommunications Mechanic I	23.28
23932 - Telecommunications Mechanic II	24.98
23950 - Telephone Lineman	22.17
23960 - Welder, Combination, Maintenance	22.81
23965 - Well Driller	23.83
23970 - Woodcraft Worker	23.83
23980 - Woodworker	18.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.68
24580 - Child Care Center Clerk	17.09
24610 - Chore Aide	10.34
24620 - Family Readiness And Support Services Coordinator	15.22
24630 - Homemaker	18.65
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.59
25040 - Sewage Plant Operator	21.47
25070 - Stationary Engineer	21.59
25190 - Ventilation Equipment Tender	17.06
25210 - Water Treatment Plant Operator	21.47
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.63
27007 - Baggage Inspector	14.41
27008 - Corrections Officer	20.63
27010 - Court Security Officer	21.05
27030 - Detection Dog Handler	18.64
27040 - Detention Officer	20.63
27070 - Firefighter	21.47

27101 - Guard I	14.41
27102 - Guard II	18.64
27131 - Police Officer I	27.10
27132 - Police Officer II	30.11
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.46
28042 - Carnival Equipment Repairer	11.01
28043 - Carnival Equipment Worker	8.72
28210 - Gate Attendant/Gate Tender	13.37
28310 - Lifeguard	11.70
28350 - Park Attendant (Aide)	14.95
28510 - Recreation Aide/Health Facility Attendant	14.52
28515 - Recreation Specialist	18.42
28630 - Sports Official	11.90
28690 - Swimming Pool Operator	19.18
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.22
29020 - Hatch Tender	20.22
29030 - Line Handler	20.22
29041 - Stevedore I	19.76
29042 - Stevedore II	21.30
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.37
30022 - Archeological Technician II	19.77
30023 - Archeological Technician III	24.49
30030 - Cartographic Technician	24.49
30040 - Civil Engineering Technician	21.19
30061 - Drafter/CAD Operator I	17.37
30062 - Drafter/CAD Operator II	19.77
30063 - Drafter/CAD Operator III	22.04
30064 - Drafter/CAD Operator IV	27.11
30081 - Engineering Technician I	16.66
30082 - Engineering Technician II	18.71
30083 - Engineering Technician III	20.96
30084 - Engineering Technician IV	25.93
30085 - Engineering Technician V	31.73
30086 - Engineering Technician VI	38.36
30090 - Environmental Technician	22.52
30210 - Laboratory Technician	21.16
30240 - Mathematical Technician	25.93
30361 - Paralegal/Legal Assistant I	19.24
30362 - Paralegal/Legal Assistant II	24.79
30363 - Paralegal/Legal Assistant III	30.34
30364 - Paralegal/Legal Assistant IV	36.70
30390 - Photo-Optics Technician	25.93
30461 - Technical Writer I	21.06
30462 - Technical Writer II	25.76
30463 - Technical Writer III	31.17
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 Surface Programs	(see 2) 22.98
30621 - Weather Observer, Senior	(see 2) 25.53
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.70

31030 - Bus Driver	20.47
31043 - Driver Courier	15.44
31260 - Parking and Lot Attendant	10.77
31290 - Shuttle Bus Driver	15.39
31310 - Taxi Driver	12.08
31361 - Truckdriver, Light	14.95
31362 - Truckdriver, Medium	19.55
31363 - Truckdriver, Heavy	22.78
31364 - Truckdriver, Tractor-Trailer	22.78
99000 - Miscellaneous Occupations	
99030 - Cashier	9.92
99050 - Desk Clerk	11.53
99095 - Embalmer	26.69
99251 - Laboratory Animal Caretaker I	10.53
99252 - Laboratory Animal Caretaker II	11.58
99310 - Mortician	28.04
99410 - Pest Controller	18.16
99510 - Photofinishing Worker	13.47
99710 - Recycling Laborer	19.48
99711 - Recycling Specialist	21.25
99730 - Refuse Collector	16.10
99810 - Sales Clerk	13.11
99820 - School Crossing Guard	11.18
99830 - Survey Party Chief	21.38
99831 - Surveying Aide	14.17
99832 - Surveying Technician	19.46
99840 - Vending Machine Attendant	14.81
99841 - Vending Machine Repairer	16.91
99842 - Vending Machine Repairer Helper	14.81

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

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

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.

400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

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

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

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

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

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

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract

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

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

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

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

Conformance Process:

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

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees

performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

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

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