
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

Wage Determination No.: 2005-2165
 Daniel W. Simms Division of | Revision No.: 16
 Director Wage Determinations | Date Of Revision: 07/08/2015

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: Illinois

Area: Illinois Counties of Champaign, De Witt, Douglas, Edgar, Ford, McLean, Piatt, Vermilion

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	13.18	
01012 - Accounting Clerk II	14.79	
01013 - Accounting Clerk III	16.54	
01020 - Administrative Assistant	18.90	
01040 - Court Reporter	16.62	
01051 - Data Entry Operator I	12.85	
01052 - Data Entry Operator II	14.02	
01060 - Dispatcher, Motor Vehicle	16.26	
01070 - Document Preparation Clerk	13.23	
01090 - Duplicating Machine Operator	13.23	
01111 - General Clerk I	11.55	
01112 - General Clerk II	12.61	
01113 - General Clerk III	14.16	
01120 - Housing Referral Assistant	18.54	
01141 - Messenger Courier	11.80	
01191 - Order Clerk I	12.17	
01192 - Order Clerk II	13.84	
01261 - Personnel Assistant (Employment) I	15.05	
01262 - Personnel Assistant (Employment) II	16.71	
01263 - Personnel Assistant (Employment) III	18.64	
01270 - Production Control Clerk	19.26	
01280 - Receptionist	11.86	

01290 - Rental Clerk	11.69
01300 - Scheduler, Maintenance	14.86
01311 - Secretary I	14.86
01312 - Secretary II	16.62
01313 - Secretary III	18.54
01320 - Service Order Dispatcher	14.06
01410 - Supply Technician	18.90
01420 - Survey Worker	15.45
01531 - Travel Clerk I	11.70
01532 - Travel Clerk II	12.60
01533 - Travel Clerk III	13.44
01611 - Word Processor I	13.61
01612 - Word Processor II	14.86
01613 - Word Processor III	16.62
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	21.36
05010 - Automotive Electrician	18.64
05040 - Automotive Glass Installer	17.41
05070 - Automotive Worker	17.41
05110 - Mobile Equipment Servicer	15.99
05130 - Motor Equipment Metal Mechanic	18.64
05160 - Motor Equipment Metal Worker	17.41
05190 - Motor Vehicle Mechanic	18.64
05220 - Motor Vehicle Mechanic Helper	15.40
05250 - Motor Vehicle Upholstery Worker	17.41
05280 - Motor Vehicle Wrecker	17.41
05310 - Painter, Automotive	17.97
05340 - Radiator Repair Specialist	17.41
05370 - Tire Repairer	12.15
05400 - Transmission Repair Specialist	18.64
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.98
07041 - Cook I	11.80
07042 - Cook II	12.65
07070 - Dishwasher	8.66
07130 - Food Service Worker	9.86
07210 - Meat Cutter	13.41
07260 - Waiter/Waitress	9.38
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.10
09040 - Furniture Handler	12.54
09080 - Furniture Refinisher	16.10
09090 - Furniture Refinisher Helper	13.79
09110 - Furniture Repairer, Minor	14.37
09130 - Upholsterer	16.10
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.35
11060 - Elevator Operator	11.18
11090 - Gardener	15.80
11122 - Housekeeping Aide	13.40
11150 - Janitor	13.66
11210 - Laborer, Grounds Maintenance	13.37
11240 - Maid or Houseman	9.50
11260 - Pruner	12.29

11270 - Tractor Operator	15.53	
11330 - Trail Maintenance Worker	13.37	
11360 - Window Cleaner	14.63	
12000 - Health Occupations		
12010 - Ambulance Driver	17.40	
12011 - Breath Alcohol Technician	17.33	
12012 - Certified Occupational Therapist Assistant	23.29	
12015 - Certified Physical Therapist Assistant	23.78	
12020 - Dental Assistant	17.99	
12025 - Dental Hygienist	26.47	
12030 - EKG Technician	22.66	
12035 - Electroneurodiagnostic Technologist	22.66	
12040 - Emergency Medical Technician	17.40	
12071 - Licensed Practical Nurse I	15.49	
12072 - Licensed Practical Nurse II	17.33	
12073 - Licensed Practical Nurse III	19.33	
12100 - Medical Assistant	13.83	
12130 - Medical Laboratory Technician	18.85	
12160 - Medical Record Clerk	13.01	
12190 - Medical Record Technician	16.38	
12195 - Medical Transcriptionist	15.36	
12210 - Nuclear Medicine Technologist	38.09	
12221 - Nursing Assistant I	10.09	
12222 - Nursing Assistant II	11.34	
12223 - Nursing Assistant III	12.38	
12224 - Nursing Assistant IV	13.89	
12235 - Optical Dispenser	15.37	
12236 - Optical Technician	15.49	
12250 - Pharmacy Technician	14.75	
12280 - Phlebotomist	13.89	
12305 - Radiologic Technologist	25.58	
12311 - Registered Nurse I	18.86	
12312 - Registered Nurse II	23.08	
12313 - Registered Nurse II, Specialist	23.08	
12314 - Registered Nurse III	27.92	
12315 - Registered Nurse III, Anesthetist	27.92	
12316 - Registered Nurse IV	33.47	
12317 - Scheduler (Drug and Alcohol Testing)	21.46	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	16.23	
13012 - Exhibits Specialist II	20.22	
13013 - Exhibits Specialist III	24.66	
13041 - Illustrator I	16.23	
13042 - Illustrator II	20.22	
13043 - Illustrator III	24.66	
13047 - Librarian	22.22	
13050 - Library Aide/Clerk	12.84	
13054 - Library Information Technology Systems Administrator	20.22	
13058 - Library Technician	14.42	
13061 - Media Specialist I	14.98	
13062 - Media Specialist II	16.76	
13063 - Media Specialist III	18.69	
13071 - Photographer I	12.95	

13072 - Photographer II	14.48	
13073 - Photographer III	17.94	
13074 - Photographer IV	21.95	
13075 - Photographer V	26.55	
13110 - Video Teleconference Technician		13.48
14000 - Information Technology Occupations		
14041 - Computer Operator I	15.48	
14042 - Computer Operator II	17.31	
14043 - Computer Operator III	19.31	
14044 - Computer Operator IV	21.45	
14045 - Computer Operator V	23.76	
14071 - Computer Programmer I	19.91	
14072 - Computer Programmer II	24.67	
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	15.48	
14160 - Personal Computer Support Technician	21.45	
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		27.20
15020 - Aircrew Training Devices Instructor (Rated)		32.91
15030 - Air Crew Training Devices Instructor (Pilot)		39.45
15050 - Computer Based Training Specialist / Instructor		27.20
15060 - Educational Technologist	23.31	
15070 - Flight Instructor (Pilot)	39.45	
15080 - Graphic Artist	19.81	
15090 - Technical Instructor	23.51	
15095 - Technical Instructor/Course Developer		30.42
15110 - Test Proctor	17.45	
15120 - Tutor	17.45	
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler	8.99	
16030 - Counter Attendant	8.99	
16040 - Dry Cleaner	11.05	
16070 - Finisher, Flatwork, Machine	8.99	
16090 - Presser, Hand	8.99	
16110 - Presser, Machine, Drycleaning	8.99	
16130 - Presser, Machine, Shirts	8.99	
16160 - Presser, Machine, Wearing Apparel, Laundry		8.99
16190 - Sewing Machine Operator	11.73	
16220 - Tailor	12.41	
16250 - Washer, Machine	9.75	
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		24.49
19040 - Tool And Die Maker	28.90	
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator	14.89	
21030 - Material Coordinator	19.26	
21040 - Material Expediter	19.26	
21050 - Material Handling Laborer	12.40	
21071 - Order Filler	12.33	
21080 - Production Line Worker (Food Processing)		14.89

21110 - Shipping Packer	13.91
21130 - Shipping/Receiving Clerk	13.91
21140 - Store Worker I	12.50
21150 - Stock Clerk	16.12
21210 - Tools And Parts Attendant	14.89
21410 - Warehouse Specialist	14.89
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.91
23021 - Aircraft Mechanic I	24.64
23022 - Aircraft Mechanic II	25.91
23023 - Aircraft Mechanic III	27.18
23040 - Aircraft Mechanic Helper	18.29
23050 - Aircraft, Painter	23.36
23060 - Aircraft Servicer	20.82
23080 - Aircraft Worker	22.10
23110 - Appliance Mechanic	23.36
23120 - Bicycle Repairer	12.15
23125 - Cable Splicer	24.70
23130 - Carpenter, Maintenance	24.42
23140 - Carpet Layer	24.77
23160 - Electrician, Maintenance	28.77
23181 - Electronics Technician Maintenance I	22.10
23182 - Electronics Technician Maintenance II	23.36
23183 - Electronics Technician Maintenance III	24.64
23260 - Fabric Worker	20.82
23290 - Fire Alarm System Mechanic	24.64
23310 - Fire Extinguisher Repairer	19.57
23311 - Fuel Distribution System Mechanic	24.64
23312 - Fuel Distribution System Operator	19.57
23370 - General Maintenance Worker	16.30
23380 - Ground Support Equipment Mechanic	24.64
23381 - Ground Support Equipment Servicer	20.82
23382 - Ground Support Equipment Worker	22.10
23391 - Gunsmith I	19.57
23392 - Gunsmith II	22.10
23393 - Gunsmith III	24.64
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.66
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.79
23430 - Heavy Equipment Mechanic	24.64
23440 - Heavy Equipment Operator	25.31
23460 - Instrument Mechanic	24.64
23465 - Laboratory/Shelter Mechanic	23.36
23470 - Laborer	12.83
23510 - Locksmith	21.24
23530 - Machinery Maintenance Mechanic	21.89
23550 - Machinist, Maintenance	19.15
23580 - Maintenance Trades Helper	13.32
23591 - Metrology Technician I	24.64
23592 - Metrology Technician II	25.91
23593 - Metrology Technician III	27.18
23640 - Millwright	24.64
23710 - Office Appliance Repairer	22.12

23760 - Painter, Maintenance	23.03	
23790 - Pipefitter, Maintenance	34.33	
23810 - Plumber, Maintenance	32.62	
23820 - Pneudraulic Systems Mechanic	24.64	
23850 - Rigger	24.64	
23870 - Scale Mechanic	22.10	
23890 - Sheet-Metal Worker, Maintenance	29.10	
23910 - Small Engine Mechanic	22.10	
23931 - Telecommunications Mechanic I	27.60	
23932 - Telecommunications Mechanic II	28.57	
23950 - Telephone Lineman	25.27	
23960 - Welder, Combination, Maintenance	17.24	
23965 - Well Driller	24.64	
23970 - Woodcraft Worker	24.64	
23980 - Woodworker	19.57	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	10.04	
24580 - Child Care Center Clerk	12.53	
24610 - Chore Aide	12.50	
24620 - Family Readiness And Support Services Coordinator	13.41	
24630 - Homemaker	13.92	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	22.46	
25040 - Sewage Plant Operator	20.54	
25070 - Stationary Engineer	22.46	
25190 - Ventilation Equipment Tender	15.61	
25210 - Water Treatment Plant Operator	20.54	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	19.47	
27007 - Baggage Inspector	13.66	
27008 - Corrections Officer	20.68	
27010 - Court Security Officer	21.66	
27030 - Detection Dog Handler	16.41	
27040 - Detention Officer	20.68	
27070 - Firefighter	21.13	
27101 - Guard I	13.66	
27102 - Guard II	16.41	
27131 - Police Officer I	25.26	
27132 - Police Officer II	28.09	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	11.44	
28042 - Carnival Equipment Repairer	12.09	
28043 - Carnival Equipment Worker	10.24	
28210 - Gate Attendant/Gate Tender	13.01	
28310 - Lifeguard	11.01	
28350 - Park Attendant (Aide)	14.55	
28510 - Recreation Aide/Health Facility Attendant	10.62	
28515 - Recreation Specialist	16.65	
28630 - Sports Official	11.59	
28690 - Swimming Pool Operator	17.64	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	22.10	
29020 - Hatch Tender	22.10	

29030 - Line Handler	22.10	
29041 - Stevedore I	20.82	
29042 - Stevedore II	23.36	
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	15.05	
30022 - Archeological Technician II	17.06	
30023 - Archeological Technician III	19.71	
30030 - Cartographic Technician	19.71	
30040 - Civil Engineering Technician	22.24	
30061 - Drafter/CAD Operator I	15.05	
30062 - Drafter/CAD Operator II	17.18	
30063 - Drafter/CAD Operator III	18.17	
30064 - Drafter/CAD Operator IV	21.83	
30081 - Engineering Technician I	15.19	
30082 - Engineering Technician II	17.41	
30083 - Engineering Technician III	19.48	
30084 - Engineering Technician IV	24.12	
30085 - Engineering Technician V	29.52	
30086 - Engineering Technician VI	32.47	
30090 - Environmental Technician	19.71	
30210 - Laboratory Technician	19.51	
30240 - Mathematical Technician	19.71	
30361 - Paralegal/Legal Assistant I	16.51	
30362 - Paralegal/Legal Assistant II	20.46	
30363 - Paralegal/Legal Assistant III	25.03	
30364 - Paralegal/Legal Assistant IV	30.28	
30390 - Photo-Optics Technician	19.71	
30461 - Technical Writer I	21.30	
30462 - Technical Writer II	26.04	
30463 - Technical Writer III	31.51	
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)	18.17
Surface Programs		
30621 - Weather Observer, Senior	(see 2)	20.20
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	13.98	
31030 - Bus Driver	17.64	
31043 - Driver Courier	15.08	
31260 - Parking and Lot Attendant	11.16	
31290 - Shuttle Bus Driver	15.08	
31310 - Taxi Driver	11.36	
31361 - Truckdriver, Light	15.08	
31362 - Truckdriver, Medium	16.04	
31363 - Truckdriver, Heavy	17.79	
31364 - Truckdriver, Tractor-Trailer	17.79	
99000 - Miscellaneous Occupations		
99030 - Cashier	8.91	

99050 - Desk Clerk	9.38
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	11.85
99252 - Laboratory Animal Caretaker II	12.44
99310 - Mortician	22.74
99410 - Pest Controller	19.71
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	13.87
99711 - Recycling Specialist	16.11
99730 - Refuse Collector	12.75
99810 - Sales Clerk	12.08
99820 - School Crossing Guard	13.53
99830 - Survey Party Chief	19.22
99831 - Surveying Aide	12.58
99832 - Surveying Technician	17.23
99840 - Vending Machine Attendant	16.52
99841 - Vending Machine Repairer	20.92
99842 - Vending Machine Repairer Helper	17.85

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 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.