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REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT ADMINISTRATION By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS WAGE AND HOUR DIVISION WASHINGTON D.C. 20210 Wage Determination No.: 2005- 2375
Daniel W. Simms Director 07/08/2015		Division of Wage Determinations Revision No.: 16 Date Of Revision:

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 Bronx, Kings, New York, Putnam, Queens, Richmond, Rockland, Westchester
OCCUPATION NOTE:

Janitor: The rate for the Janitor occupation applies to Putnam, Rockland, and Westchester Counties only. See Wage Determination 1977-0225 for wage rates and fringe benefits for Bronx, Kings, New York, Queens, and Richmond Counties.

***Fringe Benefits Required Follow the Occupational Listing**
OCCUPATION CODE - TITLE
RATE

FOOTNOTE

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
18.05
01192 - Order Clerk II
21.67
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
19.79
01613 - Word Processor III
22.13
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass
28.29
05010 - Automotive Electrician
28.50
05040 - Automotive Glass Installer
27.31
05070 - Automotive Worker
27.31
05110 - Mobile Equipment Servicer
24.42
05130 - Motor Equipment Metal Mechanic
30.31
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
18.22
05400 - Transmission Repair Specialist
29.68
07000 - Food Preparation And Service Occupations
07010 - Baker
19.55

07041 - Cook I
17.97
07042 - Cook II
19.55
07070 - Dishwasher
14.67
07130 - Food Service Worker
14.67
07210 - Meat Cutter
19.55
07260 - Waiter/Waitress
15.50
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter
21.14
09040 - Furniture Handler
16.07
09080 - Furniture Refinisher
21.14
09090 - Furniture Refinisher Helper
17.75
09110 - Furniture Repairer, Minor
19.44
09130 - Upholsterer
21.14
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles
14.92
11060 - Elevator Operator
14.92
11090 - Gardener
18.74
11122 - Housekeeping Aide
15.70
11150 - Janitor
15.70
11210 - Laborer, Grounds Maintenance
15.89
11240 - Maid or Houseman
13.98
11260 - Pruner
14.75
11270 - Tractor Operator
18.02
11330 - Trail Maintenance Worker
15.89
11360 - Window Cleaner
16.95
12000 - Health Occupations
12010 - Ambulance Driver
24.99
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
24.99
12071 - Licensed Practical Nurse I
21.76
12072 - Licensed Practical Nurse II
24.34
12073 - Licensed Practical Nurse III
24.48
12100 - Medical Assistant
16.66
12130 - Medical Laboratory Technician
20.63
12160 - Medical Record Clerk
18.00
12190 - Medical Record Technician
20.55
12195 - Medical Transcriptionist
19.01
12210 - Nuclear Medicine Technologist
36.93
12221 - Nursing Assistant I
12.37
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
14.58
12280 - Phlebotomist
16.79
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
26.51
13042 - Illustrator II
32.31
13043 - Illustrator III
39.22
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
24.10
13073 - Photographer III
32.88
13074 - Photographer IV
38.49
13075 - Photographer V
46.55
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
 26.94
 14045 - Computer Operator V
 29.17
 14071 - Computer Programmer I (see 1)
 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
 26.94
 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
 33.02
 15070 - Flight Instructor (Pilot)
 52.46
 15080 - Graphic Artist
 35.27
 15090 - Technical Instructor
 31.44
 15095 - Technical Instructor/Course Developer
 38.34
 15110 - Test Proctor
 25.30
 15120 - Tutor
 25.30
 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
24.21
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
16.41
21071 - Order Filler
15.58
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
29.79
23021 - Aircraft Mechanic I
27.11
23022 - Aircraft Mechanic II
29.58
23023 - Aircraft Mechanic III
30.66
23040 - Aircraft Mechanic Helper
21.89

23050 - Aircraft, Painter
24.18
23060 - Aircraft Servicer
23.97
23080 - Aircraft Worker
25.01
23110 - Appliance Mechanic
21.38
23120 - Bicycle Repairer
17.13
23125 - Cable Splicer
36.53
23130 - Carpenter, Maintenance
29.89
23140 - Carpet Layer
27.98
23160 - Electrician, Maintenance
37.18
23181 - Electronics Technician Maintenance I
24.19
23182 - Electronics Technician Maintenance II
29.17
23183 - Electronics Technician Maintenance III
31.14
23260 - Fabric Worker
28.00
23290 - Fire Alarm System Mechanic
21.67
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
23.97
23382 - Ground Support Equipment Worker
25.01
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
34.38
23460 - Instrument Mechanic
30.86
23465 - Laboratory/Shelter Mechanic
26.21
23470 - Laborer
15.95
23510 - Locksmith
20.70
23530 - Machinery Maintenance Mechanic
23.95
23550 - Machinist, Maintenance
20.81
23580 - Maintenance Trades Helper
16.90
23591 - Metrology Technician I
30.86
23592 - Metrology Technician II
33.34
23593 - Metrology Technician III
34.56
23640 - Millwright
31.22
23710 - Office Appliance Repairer
22.95
23760 - Painter, Maintenance
25.47
23790 - Pipefitter, Maintenance
32.88
23810 - Plumber, Maintenance
32.93
23820 - Pneudraulic Systems Mechanic
27.25
23850 - Rigger
24.36
23870 - Scale Mechanic
25.12
23890 - Sheet-Metal Worker, Maintenance
30.55
23910 - Small Engine Mechanic
19.30
23931 - Telecommunications Mechanic I
30.91
23932 - Telecommunications Mechanic II
32.20
23950 - Telephone Lineman
32.90
23960 - Welder, Combination, Maintenance
23.02
23965 - Well Driller
24.89

23970 - Woodcraft Worker
25.89
23980 - Woodworker
19.50
24000 - Personal Needs Occupations
24570 - Child Care Attendant
13.87
24580 - Child Care Center Clerk
17.30
24610 - Chore Aide
12.67
24620 - Family Readiness And Support Services
14.89
Coordinator
24630 - Homemaker
19.21
25000 - Plant And System Operations Occupations
25010 - Boiler Tender
29.03
25040 - Sewage Plant Operator
27.01
25070 - Stationary Engineer
29.03
25190 - Ventilation Equipment Tender
23.71
25210 - Water Treatment Plant Operator
27.01
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
17.13

28042 - Carnival Equipment Repairer
17.97
28043 - Carnival Equipment Worker
14.67
28210 - Gate Attendant/Gate Tender
16.49
28310 - Lifeguard
13.13
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
29.90
29020 - Hatch Tender
29.90
29030 - Line Handler
29.90
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
19.69
30022 - Archeological Technician II
22.02
30023 - Archeological Technician III
27.27
30030 - Cartographic Technician
27.27
30040 - Civil Engineering Technician
25.21
30061 - Drafter/CAD Operator I
19.69
30062 - Drafter/CAD Operator II
22.02
30063 - Drafter/CAD Operator III
24.55
30064 - Drafter/CAD Operator IV
30.20

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
46.07
30090 - Environmental Technician
22.90
30210 - Laboratory Technician
21.67
30240 - Mathematical Technician
26.78
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
27.27
30461 - Technical Writer I
27.81
30462 - Technical Writer II
33.91
30463 - Technical Writer III
41.04
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)
24.55
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
10.97
31290 - Shuttle Bus Driver
17.80
31310 - Taxi Driver
15.21
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
10.95
99050 - Desk Clerk
16.69
99095 - Embalmer
28.51
99251 - Laboratory Animal Caretaker I
16.32
99252 - Laboratory Animal Caretaker II
17.14
99310 - Mortician
34.64
99410 - Pest Controller
18.75
99510 - Photofinishing Worker
16.23
99710 - Recycling Laborer
19.78
99711 - Recycling Specialist
22.59
99730 - Refuse Collector
18.36
99810 - Sales Clerk
14.70
99820 - School Crossing Guard
15.07
99830 - Survey Party Chief
23.68
99831 - Surveying Aide
15.48
99832 - Surveying Technician
20.42
99840 - Vending Machine Attendant
19.20
99841 - Vending Machine Repairer
23.47

99842 - Vending Machine Repairer Helper
18.98

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 5 years, 4 weeks after 10 years, and 5 weeks after 20 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.