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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

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2253
Revision No.: 11
Date Of Revision: 09/03/2010

Applicable in the following cities and towns in Massachusetts and Rhode Island:

Massachusetts:

WORCESTER COUNTY: Blackstone, Millville, and Woonsocket

BRISTOL COUNTY: Attleboro, North Attleboro, Rehoboth, and Seekonk

NORFOLK COUNTY: Plainville

Rhode Island:

PROVIDENCE COUNTY: Burrillville, Central Falls, City of Providence, Cumberland, Lincoln, North Smithfield, Pawtucket, Smithfield, and Woonsocket

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.29
01012 - Accounting Clerk II		15.90
01013 - Accounting Clerk III		17.78
01020 - Administrative Assistant		23.60
01040 - Court Reporter		17.86
01051 - Data Entry Operator I		13.48
01052 - Data Entry Operator II		14.73
01060 - Dispatcher, Motor Vehicle		18.07
01070 - Document Preparation Clerk		14.29
01090 - Duplicating Machine Operator		14.29
01111 - General Clerk I		12.83
01112 - General Clerk II		14.00
01113 - General Clerk III		16.35
01120 - Housing Referral Assistant		20.41
01141 - Messenger Courier		14.41
01191 - Order Clerk I		13.44
01192 - Order Clerk II		14.67
01261 - Personnel Assistant (Employment) I		15.90
01262 - Personnel Assistant (Employment) II		17.79
01263 - Personnel Assistant (Employment) III		21.91
01270 - Production Control Clerk		19.90
01280 - Receptionist		14.29
01290 - Rental Clerk		15.65
01300 - Scheduler, Maintenance		16.36
01311 - Secretary I		16.36
01312 - Secretary II		18.30
01313 - Secretary III		20.41
01320 - Service Order Dispatcher		17.26
01410 - Supply Technician		23.60
01420 - Survey Worker		17.78
01531 - Travel Clerk I		12.75
01532 - Travel Clerk II		13.54
01533 - Travel Clerk III		14.21

01611 - Word Processor I	14.59
01612 - Word Processor II	16.54
01613 - Word Processor III	18.56
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.87
05010 - Automotive Electrician	18.24
05040 - Automotive Glass Installer	16.97
05070 - Automotive Worker	16.97
05110 - Mobile Equipment Servicer	15.73
05130 - Motor Equipment Metal Mechanic	18.37
05160 - Motor Equipment Metal Worker	17.04
05190 - Motor Vehicle Mechanic	18.37
05220 - Motor Vehicle Mechanic Helper	15.02
05250 - Motor Vehicle Upholstery Worker	17.49
05280 - Motor Vehicle Wrecker	17.04
05310 - Painter, Automotive	17.71
05340 - Radiator Repair Specialist	17.04
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	18.37
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.77
07041 - Cook I	14.52
07042 - Cook II	16.62
07070 - Dishwasher	10.29
07130 - Food Service Worker	9.85
07210 - Meat Cutter	17.38
07260 - Waiter/Waitress	9.64
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.11
09040 - Furniture Handler	12.42
09080 - Furniture Refinisher	14.76
09090 - Furniture Refinisher Helper	12.51
09110 - Furniture Repairer, Minor	13.66
09130 - Upholsterer	15.52
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.13
11060 - Elevator Operator	13.74
11090 - Gardener	15.09
11122 - Housekeeping Aide	14.04
11150 - Janitor	14.04
11210 - Laborer, Grounds Maintenance	12.94
11240 - Maid or Houseman	11.74
11260 - Pruner	11.84
11270 - Tractor Operator	15.12
11330 - Trail Maintenance Worker	12.94
11360 - Window Cleaner	14.04
12000 - Health Occupations	
12010 - Ambulance Driver	17.01
12011 - Breath Alcohol Technician	20.65
12012 - Certified Occupational Therapist Assistant	22.10
12015 - Certified Physical Therapist Assistant	23.71
12020 - Dental Assistant	16.70
12025 - Dental Hygienist	32.76
12030 - EKG Technician	24.98
12035 - Electroneurodiagnostic Technologist	24.98
12040 - Emergency Medical Technician	17.01
12071 - Licensed Practical Nurse I	20.04
12072 - Licensed Practical Nurse II	22.41
12073 - Licensed Practical Nurse III	25.00
12100 - Medical Assistant	14.57
12130 - Medical Laboratory Technician	22.41

12160	- Medical Record Clerk	15.71
12190	- Medical Record Technician	17.48
12195	- Medical Transcriptionist	17.27
12210	- Nuclear Medicine Technologist	36.48
12221	- Nursing Assistant I	11.24
12222	- Nursing Assistant II	12.64
12223	- Nursing Assistant III	13.79
12224	- Nursing Assistant IV	15.47
12235	- Optical Dispenser	20.48
12236	- Optical Technician	13.33
12250	- Pharmacy Technician	14.53
12280	- Phlebotomist	15.47
12305	- Radiologic Technologist	29.51
12311	- Registered Nurse I	29.78
12312	- Registered Nurse II	34.81
12313	- Registered Nurse II, Specialist	34.81
12314	- Registered Nurse III	40.02
12315	- Registered Nurse III, Anesthetist	40.02
12316	- Registered Nurse IV	47.94
12317	- Scheduler (Drug and Alcohol Testing)	24.64
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	19.97
13012	- Exhibits Specialist II	24.75
13013	- Exhibits Specialist III	30.28
13041	- Illustrator I	19.97
13042	- Illustrator II	24.74
13043	- Illustrator III	30.28
13047	- Librarian	27.56
13050	- Library Aide/Clerk	11.84
13054	- Library Information Technology Systems Administrator	24.88
13058	- Library Technician	15.84
13061	- Media Specialist I	17.85
13062	- Media Specialist II	19.97
13063	- Media Specialist III	22.27
13071	- Photographer I	16.99
13072	- Photographer II	19.00
13073	- Photographer III	23.78
13074	- Photographer IV	28.78
13075	- Photographer V	33.72
13110	- Video Teleconference Technician	17.78
14000	- Information Technology Occupations	
14041	- Computer Operator I	15.88
14042	- Computer Operator II	17.76
14043	- Computer Operator III	19.81
14044	- Computer Operator IV	23.18
14045	- Computer Operator V	25.70
14071	- Computer Programmer I	(see 1) 21.65
14072	- Computer Programmer II	(see 1) 24.90
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	15.88
14160	- Personal Computer Support Technician	25.50
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	29.37
15020	- Aircrew Training Devices Instructor (Rated)	35.01
15030	- Air Crew Training Devices Instructor (Pilot)	41.96
15050	- Computer Based Training Specialist / Instructor	29.37

15060 - Educational Technologist	28.32
15070 - Flight Instructor (Pilot)	41.96
15080 - Graphic Artist	23.45
15090 - Technical Instructor	22.50
15095 - Technical Instructor/Course Developer	27.52
15110 - Test Proctor	18.15
15120 - Tutor	18.15
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.26
16030 - Counter Attendant	10.26
16040 - Dry Cleaner	12.43
16070 - Finisher, Flatwork, Machine	10.26
16090 - Presser, Hand	10.26
16110 - Presser, Machine, Drycleaning	10.26
16130 - Presser, Machine, Shirts	10.26
16160 - Presser, Machine, Wearing Apparel, Laundry	10.26
16190 - Sewing Machine Operator	13.16
16220 - Tailor	13.93
16250 - Washer, Machine	10.83
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.05
19040 - Tool And Die Maker	22.18
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.57
21030 - Material Coordinator	19.90
21040 - Material Expediter	19.90
21050 - Material Handling Laborer	13.55
21071 - Order Filler	12.87
21080 - Production Line Worker (Food Processing)	17.57
21110 - Shipping Packer	13.91
21130 - Shipping/Receiving Clerk	13.91
21140 - Store Worker I	12.17
21150 - Stock Clerk	15.88
21210 - Tools And Parts Attendant	17.57
21410 - Warehouse Specialist	17.57
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.13
23021 - Aircraft Mechanic I	22.98
23022 - Aircraft Mechanic II	24.13
23023 - Aircraft Mechanic III	25.33
23040 - Aircraft Mechanic Helper	18.50
23050 - Aircraft, Painter	21.66
23060 - Aircraft Servicer	20.28
23080 - Aircraft Worker	21.19
23110 - Appliance Mechanic	20.86
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	27.32
23130 - Carpenter, Maintenance	22.85
23140 - Carpet Layer	20.82
23160 - Electrician, Maintenance	25.28
23181 - Electronics Technician Maintenance I	24.89
23182 - Electronics Technician Maintenance II	25.93
23183 - Electronics Technician Maintenance III	27.00
23260 - Fabric Worker	17.45
23290 - Fire Alarm System Mechanic	20.53
23310 - Fire Extinguisher Repairer	19.51
23311 - Fuel Distribution System Mechanic	23.18
23312 - Fuel Distribution System Operator	19.61
23370 - General Maintenance Worker	18.76
23380 - Ground Support Equipment Mechanic	22.98
23381 - Ground Support Equipment Servicer	20.28

23382 - Ground Support Equipment Worker	21.19
23391 - Gunsmith I	19.51
23392 - Gunsmith II	21.27
23393 - Gunsmith III	23.07
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.13
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	24.00
23430 - Heavy Equipment Mechanic	21.73
23440 - Heavy Equipment Operator	28.39
23460 - Instrument Mechanic	23.07
23465 - Laboratory/Shelter Mechanic	22.16
23470 - Laborer	13.76
23510 - Locksmith	19.69
23530 - Machinery Maintenance Mechanic	20.23
23550 - Machinist, Maintenance	19.39
23580 - Maintenance Trades Helper	12.23
23591 - Metrology Technician I	23.07
23592 - Metrology Technician II	23.94
23593 - Metrology Technician III	24.86
23640 - Millwright	24.19
23710 - Office Appliance Repairer	19.04
23760 - Painter, Maintenance	18.12
23790 - Pipefitter, Maintenance	26.04
23810 - Plumber, Maintenance	25.33
23820 - Pneudraulic Systems Mechanic	23.07
23850 - Rigger	20.55
23870 - Scale Mechanic	21.27
23890 - Sheet-Metal Worker, Maintenance	21.63
23910 - Small Engine Mechanic	18.65
23931 - Telecommunications Mechanic I	26.11
23932 - Telecommunications Mechanic II	27.09
23950 - Telephone Lineman	27.18
23960 - Welder, Combination, Maintenance	18.25
23965 - Well Driller	22.85
23970 - Woodcraft Worker	23.07
23980 - Woodworker	17.59
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.34
24580 - Child Care Center Clerk	12.74
24610 - Chore Aide	10.80
24620 - Family Readiness And Support Services Coordinator	13.52
24630 - Homemaker	16.61
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.13
25040 - Sewage Plant Operator	20.36
25070 - Stationary Engineer	25.13
25190 - Ventilation Equipment Tender	18.54
25210 - Water Treatment Plant Operator	20.36
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.79
27007 - Baggage Inspector	12.39
27008 - Corrections Officer	22.87
27010 - Court Security Officer	23.06
27030 - Detection Dog Handler	15.92
27040 - Detention Officer	22.87
27070 - Firefighter	23.24
27101 - Guard I	12.39
27102 - Guard II	15.92
27131 - Police Officer I	23.30

27132 - Police Officer II	25.90
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.06
28042 - Carnival Equipment Repairer	12.66
28043 - Carnival Equipment Worker	10.31
28210 - Gate Attendant/Gate Tender	13.93
28310 - Lifeguard	12.11
28350 - Park Attendant (Aide)	15.58
28510 - Recreation Aide/Health Facility Attendant	11.10
28515 - Recreation Specialist	12.20
28630 - Sports Official	12.41
28690 - Swimming Pool Operator	15.97
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.19
29020 - Hatch Tender	25.19
29030 - Line Handler	25.19
29041 - Stevedore I	24.11
29042 - Stevedore II	26.25
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	18.09
30022 - Archeological Technician II	20.24
30023 - Archeological Technician III	25.08
30030 - Cartographic Technician	25.08
30040 - Civil Engineering Technician	23.95
30061 - Drafter/CAD Operator I	18.09
30062 - Drafter/CAD Operator II	20.24
30063 - Drafter/CAD Operator III	23.42
30064 - Drafter/CAD Operator IV	27.76
30081 - Engineering Technician I	16.82
30082 - Engineering Technician II	18.87
30083 - Engineering Technician III	21.12
30084 - Engineering Technician IV	25.39
30085 - Engineering Technician V	31.06
30086 - Engineering Technician VI	38.73
30090 - Environmental Technician	21.75
30210 - Laboratory Technician	18.27
30240 - Mathematical Technician	25.14
30361 - Paralegal/Legal Assistant I	18.09
30362 - Paralegal/Legal Assistant II	22.43
30363 - Paralegal/Legal Assistant III	27.44
30364 - Paralegal/Legal Assistant IV	33.19
30390 - Photo-Optics Technician	25.14
30461 - Technical Writer I	23.77
30462 - Technical Writer II	29.08
30463 - Technical Writer III	37.68
30491 - Unexploded Ordnance (UXO) Technician I	22.72
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) 24.04
30621 - Weather Observer, Senior	(see 2) 25.14
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.15
31030 - Bus Driver	18.12
31043 - Driver Courier	15.20
31260 - Parking and Lot Attendant	10.92

31290 - Shuttle Bus Driver	16.12
31310 - Taxi Driver	12.72
31361 - Truckdriver, Light	16.12
31362 - Truckdriver, Medium	18.40
31363 - Truckdriver, Heavy	20.47
31364 - Truckdriver, Tractor-Trailer	23.16
99000 - Miscellaneous Occupations	
99030 - Cashier	9.26
99050 - Desk Clerk	10.58
99095 - Embalmer	25.48
99251 - Laboratory Animal Caretaker I	11.99
99252 - Laboratory Animal Caretaker II	12.60
99310 - Mortician	38.43
99410 - Pest Controller	14.73
99510 - Photofinishing Worker	12.16
99710 - Recycling Laborer	18.17
99711 - Recycling Specialist	18.90
99730 - Refuse Collector	16.87
99810 - Sales Clerk	11.63
99820 - School Crossing Guard	14.35
99830 - Survey Party Chief	18.06
99831 - Surveying Aide	12.94
99832 - Surveying Technician	17.23
99840 - Vending Machine Attendant	15.86
99841 - Vending Machine Repairer	18.00
99842 - Vending Machine Repairer Helper	15.86

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.50 per hour or \$140.00 per week or \$606.67 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not

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

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

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

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

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

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

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

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

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to 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.