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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

Daniel W. Simms	Division of	Wage Determination No.: 2005-2473
Director	Wage Determinations	Revision No.: 18
		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](http://www.dol.gov/whd/govcontracts).

State: South Carolina

Area: South Carolina Counties of Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Williamsburg

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.74
01012 - Accounting Clerk II		13.17
01013 - Accounting Clerk III		14.73
01020 - Administrative Assistant		22.08
01040 - Court Reporter		17.83
01051 - Data Entry Operator I		11.61
01052 - Data Entry Operator II		13.05
01060 - Dispatcher, Motor Vehicle		17.93
01070 - Document Preparation Clerk		13.04
01090 - Duplicating Machine Operator		13.04
01111 - General Clerk I		11.74
01112 - General Clerk II		12.81
01113 - General Clerk III		14.38
01120 - Housing Referral Assistant		19.89
01141 - Messenger Courier		10.72
01191 - Order Clerk I		11.21
01192 - Order Clerk II		13.06
01261 - Personnel Assistant (Employment) I		15.87
01262 - Personnel Assistant (Employment) II		17.75
01263 - Personnel Assistant (Employment) III		19.80
01270 - Production Control Clerk		21.00
01280 - Receptionist		11.99
01290 - Rental Clerk		14.69
01300 - Scheduler, Maintenance		15.94
01311 - Secretary I		15.94
01312 - Secretary II		17.83
01313 - Secretary III		19.89
01320 - Service Order Dispatcher		15.37
01410 - Supply Technician		22.08
01420 - Survey Worker		15.19

01531 - Travel Clerk I	12.41
01532 - Travel Clerk II	12.41
01533 - Travel Clerk III	13.27
01611 - Word Processor I	12.82
01612 - Word Processor II	14.38
01613 - Word Processor III	16.09
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.93
05010 - Automotive Electrician	17.81
05040 - Automotive Glass Installer	16.96
05070 - Automotive Worker	18.35
05110 - Mobile Equipment Servicer	15.27
05130 - Motor Equipment Metal Mechanic	20.18
05160 - Motor Equipment Metal Worker	18.35
05190 - Motor Vehicle Mechanic	20.18
05220 - Motor Vehicle Mechanic Helper	14.46
05250 - Motor Vehicle Upholstery Worker	17.46
05280 - Motor Vehicle Wrecker	18.35
05310 - Painter, Automotive	17.81
05340 - Radiator Repair Specialist	18.35
05370 - Tire Repairer	11.58
05400 - Transmission Repair Specialist	20.18
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.92
07041 - Cook I	8.79
07042 - Cook II	10.12
07070 - Dishwasher	7.75
07130 - Food Service Worker	8.14
07210 - Meat Cutter	12.95
07260 - Waiter/Waitress	8.62
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.92
09040 - Furniture Handler	12.21
09080 - Furniture Refinisher	15.92
09090 - Furniture Refinisher Helper	12.92
09110 - Furniture Repairer, Minor	14.43
09130 - Upholsterer	16.91
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.40
11060 - Elevator Operator	9.40
11090 - Gardener	13.00
11122 - Housekeeping Aide	9.54
11150 - Janitor	10.19
11210 - Laborer, Grounds Maintenance	10.51
11240 - Maid or Houseman	8.86
11260 - Pruner	9.66
11270 - Tractor Operator	12.16
11330 - Trail Maintenance Worker	10.51
11360 - Window Cleaner	11.09
12000 - Health Occupations	
12010 - Ambulance Driver	15.69
12011 - Breath Alcohol Technician	16.81
12012 - Certified Occupational Therapist Assistant	23.34
12015 - Certified Physical Therapist Assistant	22.47
12020 - Dental Assistant	16.37
12025 - Dental Hygienist	25.78
12030 - EKG Technician	23.47
12035 - Electroneurodiagnostic Technologist	23.47
12040 - Emergency Medical Technician	16.80
12071 - Licensed Practical Nurse I	15.03
12072 - Licensed Practical Nurse II	16.81
12073 - Licensed Practical Nurse III	18.75

12100 - Medical Assistant	12.66
12130 - Medical Laboratory Technician	16.31
12160 - Medical Record Clerk	13.18
12190 - Medical Record Technician	13.98
12195 - Medical Transcriptionist	15.56
12210 - Nuclear Medicine Technologist	29.33
12221 - Nursing Assistant I	8.98
12222 - Nursing Assistant II	10.10
12223 - Nursing Assistant III	11.72
12224 - Nursing Assistant IV	13.15
12235 - Optical Dispenser	15.64
12236 - Optical Technician	16.41
12250 - Pharmacy Technician	13.15
12280 - Phlebotomist	13.30
12305 - Radiologic Technologist	23.12
12311 - Registered Nurse I	25.36
12312 - Registered Nurse II	31.01
12313 - Registered Nurse II, Specialist	31.01
12314 - Registered Nurse III	37.52
12315 - Registered Nurse III, Anesthetist	37.52
12316 - Registered Nurse IV	44.98
12317 - Scheduler (Drug and Alcohol Testing)	20.83
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.09
13012 - Exhibits Specialist II	20.58
13013 - Exhibits Specialist III	25.92
13041 - Illustrator I	17.09
13042 - Illustrator II	20.58
13043 - Illustrator III	25.92
13047 - Librarian	23.47
13050 - Library Aide/Clerk	10.89
13054 - Library Information Technology Systems Administrator	21.18
13058 - Library Technician	13.37
13061 - Media Specialist I	15.38
13062 - Media Specialist II	17.20
13063 - Media Specialist III	19.18
13071 - Photographer I	14.27
13072 - Photographer II	15.96
13073 - Photographer III	19.94
13074 - Photographer IV	24.16
13075 - Photographer V	29.24
13110 - Video Teleconference Technician	14.84
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.95
14042 - Computer Operator II	16.72
14043 - Computer Operator III	18.10
14044 - Computer Operator IV	20.72
14045 - Computer Operator V	22.94
14071 - Computer Programmer I	(see 1) 25.00
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	14.95
14160 - Personal Computer Support Technician	22.70
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.60
15020 - Aircrew Training Devices Instructor (Rated)	35.81
15030 - Air Crew Training Devices Instructor (Pilot)	42.92

15050 - Computer Based Training Specialist / Instructor	29.60
15060 - Educational Technologist	28.28
15070 - Flight Instructor (Pilot)	42.92
15080 - Graphic Artist	19.13
15090 - Technical Instructor	18.87
15095 - Technical Instructor/Course Developer	23.09
15110 - Test Proctor	15.23
15120 - Tutor	15.23
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.80
16030 - Counter Attendant	8.80
16040 - Dry Cleaner	10.61
16070 - Finisher, Flatwork, Machine	8.80
16090 - Presser, Hand	8.80
16110 - Presser, Machine, Drycleaning	8.80
16130 - Presser, Machine, Shirts	8.80
16160 - Presser, Machine, Wearing Apparel, Laundry	8.80
16190 - Sewing Machine Operator	11.19
16220 - Tailor	11.73
16250 - Washer, Machine	9.26
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.89
19040 - Tool And Die Maker	19.90
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.55
21030 - Material Coordinator	21.00
21040 - Material Expediter	21.00
21050 - Material Handling Laborer	11.60
21071 - Order Filler	10.97
21080 - Production Line Worker (Food Processing)	16.55
21110 - Shipping Packer	14.70
21130 - Shipping/Receiving Clerk	14.70
21140 - Store Worker I	11.68
21150 - Stock Clerk	15.03
21210 - Tools And Parts Attendant	16.55
21410 - Warehouse Specialist	16.55
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.48
23021 - Aircraft Mechanic I	22.34
23022 - Aircraft Mechanic II	23.48
23023 - Aircraft Mechanic III	25.09
23040 - Aircraft Mechanic Helper	16.81
23050 - Aircraft, Painter	21.21
23060 - Aircraft Servicer	18.92
23080 - Aircraft Worker	20.06
23110 - Appliance Mechanic	15.75
23120 - Bicycle Repairer	11.58
23125 - Cable Splicer	24.72
23130 - Carpenter, Maintenance	16.55
23140 - Carpet Layer	17.88
23160 - Electrician, Maintenance	19.10
23181 - Electronics Technician Maintenance I	21.79
23182 - Electronics Technician Maintenance II	23.04
23183 - Electronics Technician Maintenance III	24.27
23260 - Fabric Worker	16.86
23290 - Fire Alarm System Mechanic	19.91
23310 - Fire Extinguisher Repairer	15.84
23311 - Fuel Distribution System Mechanic	19.91
23312 - Fuel Distribution System Operator	15.84
23370 - General Maintenance Worker	16.10
23380 - Ground Support Equipment Mechanic	22.34
23381 - Ground Support Equipment Servicer	18.92

23382 - Ground Support Equipment Worker	20.06
23391 - Gunsmith I	15.84
23392 - Gunsmith II	17.88
23393 - Gunsmith III	19.91
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.30
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.27
23430 - Heavy Equipment Mechanic	20.15
23440 - Heavy Equipment Operator	16.81
23460 - Instrument Mechanic	19.91
23465 - Laboratory/Shelter Mechanic	18.90
23470 - Laborer	11.59
23510 - Locksmith	16.15
23530 - Machinery Maintenance Mechanic	23.55
23550 - Machinist, Maintenance	18.26
23580 - Maintenance Trades Helper	12.46
23591 - Metrology Technician I	19.54
23592 - Metrology Technician II	20.54
23593 - Metrology Technician III	23.55
23640 - Millwright	22.10
23710 - Office Appliance Repairer	18.43
23760 - Painter, Maintenance	15.25
23790 - Pipefitter, Maintenance	17.55
23810 - Plumber, Maintenance	16.77
23820 - Pneudraulic Systems Mechanic	19.91
23850 - Rigger	16.38
23870 - Scale Mechanic	17.88
23890 - Sheet-Metal Worker, Maintenance	16.08
23910 - Small Engine Mechanic	14.68
23931 - Telecommunications Mechanic I	22.03
23932 - Telecommunications Mechanic II	23.06
23950 - Telephone Lineman	19.23
23960 - Welder, Combination, Maintenance	16.56
23965 - Well Driller	20.43
23970 - Woodcraft Worker	19.91
23980 - Woodworker	12.94
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.39
24580 - Child Care Center Clerk	11.27
24610 - Chore Aide	9.59
24620 - Family Readiness And Support Services Coordinator	11.17
24630 - Homemaker	11.61
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.88
25040 - Sewage Plant Operator	17.22
25070 - Stationary Engineer	21.88
25190 - Ventilation Equipment Tender	16.08
25210 - Water Treatment Plant Operator	17.22
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.88
27007 - Baggage Inspector	11.87
27008 - Corrections Officer	15.07
27010 - Court Security Officer	15.07
27030 - Detection Dog Handler	13.81
27040 - Detention Officer	15.07
27070 - Firefighter	14.46
27101 - Guard I	11.87
27102 - Guard II	13.81
27131 - Police Officer I	16.36
27132 - Police Officer II	18.18

28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.49
28042 - Carnival Equipment Repairer	11.13
28043 - Carnival Equipment Worker	8.53
28210 - Gate Attendant/Gate Tender	13.85
28310 - Lifeguard	11.87
28350 - Park Attendant (Aide)	15.49
28510 - Recreation Aide/Health Facility Attendant	11.31
28515 - Recreation Specialist	16.21
28630 - Sports Official	12.34
28690 - Swimming Pool Operator	14.92
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	21.56
29020 - Hatch Tender	21.56
29030 - Line Handler	21.56
29041 - Stevedore I	18.76
29042 - Stevedore II	22.80
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	17.40
30022 - Archeological Technician II	18.63
30023 - Archeological Technician III	23.07
30030 - Cartographic Technician	26.11
30040 - Civil Engineering Technician	20.35
30061 - Drafter/CAD Operator I	17.40
30062 - Drafter/CAD Operator II	18.63
30063 - Drafter/CAD Operator III	20.60
30064 - Drafter/CAD Operator IV	25.34
30081 - Engineering Technician I	15.46
30082 - Engineering Technician II	17.35
30083 - Engineering Technician III	19.41
30084 - Engineering Technician IV	24.05
30085 - Engineering Technician V	29.42
30086 - Engineering Technician VI	35.59
30090 - Environmental Technician	23.27
30210 - Laboratory Technician	21.96
30240 - Mathematical Technician	22.69
30361 - Paralegal/Legal Assistant I	17.18
30362 - Paralegal/Legal Assistant II	20.30
30363 - Paralegal/Legal Assistant III	24.83
30364 - Paralegal/Legal Assistant IV	30.05
30390 - Photo-Optics Technician	22.69
30461 - Technical Writer I	20.14
30462 - Technical Writer II	25.75
30463 - Technical Writer III	31.16
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 3)	20.60
30621 - Weather Observer, Senior (see 3)	20.45
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.49
31030 - Bus Driver	12.98
31043 - Driver Courier	13.08
31260 - Parking and Lot Attendant	9.13
31290 - Shuttle Bus Driver	12.71
31310 - Taxi Driver	10.49

31361 - Truckdriver, Light	13.98
31362 - Truckdriver, Medium	14.75
31363 - Truckdriver, Heavy	17.20
31364 - Truckdriver, Tractor-Trailer	17.20
99000 - Miscellaneous Occupations	
99030 - Cashier	8.61
99050 - Desk Clerk	10.30
99095 - Embalmer	25.80
99251 - Laboratory Animal Caretaker I	9.88
99252 - Laboratory Animal Caretaker II	11.15
99310 - Mortician	29.43
99410 - Pest Controller	15.69
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	13.91
99711 - Recycling Specialist	16.09
99730 - Refuse Collector	12.78
99810 - Sales Clerk	13.31
99820 - School Crossing Guard	10.35
99830 - Survey Party Chief	18.48
99831 - Surveying Aide	14.01
99832 - Surveying Technician	16.80
99840 - Vending Machine Attendant	11.23
99841 - Vending Machine Repairer	13.88
99842 - Vending Machine Repairer Helper	11.50

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) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) 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.