

2005244717

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

Daniel W. Simms
Director
Division of
Wage Determinations

Wage Determination No.: 2005-2447
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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: Pennsylvania

Area: Pennsylvania Counties of Berks, Cumberland, Dauphin, Juniata, Lancaster, Lebanon, Mifflin, Montour, Northumberland, Perry, Snyder, Union

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.81
01012 - Accounting Clerk II		16.64
01013 - Accounting Clerk III		18.60
01020 - Administrative Assistant		21.90
01040 - Court Reporter		22.23
01051 - Data Entry Operator I		12.14
01052 - Data Entry Operator II		13.24
01060 - Dispatcher, Motor Vehicle		18.09
01070 - Document Preparation Clerk		13.74
01090 - Duplicating Machine Operator		13.91
01111 - General Clerk I		11.55
01112 - General Clerk II		12.62
01113 - General Clerk III		14.16
01120 - Housing Referral Assistant		19.71
01141 - Messenger Courier		11.60
01191 - Order Clerk I		12.19
01192 - Order Clerk II		14.87
01261 - Personnel Assistant (Employment) I		16.27
01262 - Personnel Assistant (Employment) II		18.20
01263 - Personnel Assistant (Employment) III		20.29
01270 - Production Control Clerk		19.92
01280 - Receptionist		12.17
01290 - Rental Clerk		12.94
01300 - Scheduler, Maintenance		15.61
01311 - Secretary I		15.61
01312 - Secretary II		17.68
01313 - Secretary III		19.71
01320 - Service Order Dispatcher		16.83

01410 - Supply Technician	21.90
01420 - Survey Worker	14.90
01531 - Travel Clerk I	12.01
01532 - Travel Clerk II	12.88
01533 - Travel Clerk III	13.80
01611 - Word Processor I	14.25
01612 - Word Processor II	15.84
01613 - Word Processor III	17.68
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.95
05010 - Automotive Electrician	18.12
05040 - Automotive Glass Installer	17.37
05070 - Automotive Worker	17.37
05110 - Mobile Equipment Servicer	15.88
05130 - Motor Equipment Metal Mechanic	18.68
05160 - Motor Equipment Metal Worker	17.37
05190 - Motor Vehicle Mechanic	18.68
05220 - Motor Vehicle Mechanic Helper	15.12
05250 - Motor Vehicle Upholstery Worker	16.62
05280 - Motor Vehicle wrecker	17.37
05310 - Painter, Automotive	18.12
05340 - Radiator Repair Specialist	17.37
05370 - Tire Repairer	14.53
05400 - Transmission Repair Specialist	18.68
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.53
07041 - Cook I	11.49
07042 - Cook II	12.85
07070 - Dishwasher	8.54
07130 - Food Service Worker	9.61
07210 - Meat Cutter	15.48
07260 - Waiter/Waitress	8.87
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.88
09040 - Furniture Handler	14.47
09080 - Furniture Refinisher	18.88
09090 - Furniture Refinisher Helper	15.75
09110 - Furniture Repairer, Minor	17.31
09130 - Upholsterer	19.54
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.05
11060 - Elevator Operator	11.05
11090 - Gardener	14.73
11122 - Housekeeping Aide	12.29
11150 - Janitor	12.29
11210 - Laborer, Grounds Maintenance	12.18
11240 - Maid or Houseman	9.52
11260 - Pruner	11.32
11270 - Tractor Operator	13.89
11330 - Trail Maintenance Worker	12.18
11360 - Window Cleaner	12.61
12000 - Health Occupations	
12010 - Ambulance Driver	13.73
12011 - Breath Alcohol Technician	17.37
12012 - Certified Occupational Therapist Assistant	21.31
12015 - Certified Physical Therapist Assistant	20.19
12020 - Dental Assistant	15.04
12025 - Dental Hygienist	27.49
12030 - EKG Technician	22.45
12035 - Electroneurodiagnostic Technologist	22.45
12040 - Emergency Medical Technician	13.73
12071 - Licensed Practical Nurse I	15.53
12072 - Licensed Practical Nurse II	17.37

12073 - Licensed Practical Nurse III	19.38
12100 - Medical Assistant	13.30
12130 - Medical Laboratory Technician	15.26
12160 - Medical Record Clerk	13.99
12190 - Medical Record Technician	14.00
12195 - Medical Transcriptionist	14.74
12210 - Nuclear Medicine Technologist	29.16
12221 - Nursing Assistant I	10.02
12222 - Nursing Assistant II	11.26
12223 - Nursing Assistant III	12.29
12224 - Nursing Assistant IV	13.79
12235 - Optical Dispenser	18.11
12236 - Optical Technician	15.63
12250 - Pharmacy Technician	13.18
12280 - Phlebotomist	13.79
12305 - Radiologic Technologist	24.57
12311 - Registered Nurse I	22.75
12312 - Registered Nurse II	27.84
12313 - Registered Nurse II, Specialist	27.84
12314 - Registered Nurse III	33.68
12315 - Registered Nurse III, Anesthetist	33.68
12316 - Registered Nurse IV	40.36
12317 - Scheduler (Drug and Alcohol Testing)	20.76
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.05
13012 - Exhibits Specialist II	23.61
13013 - Exhibits Specialist III	28.89
13041 - Illustrator I	18.66
13042 - Illustrator II	23.13
13043 - Illustrator III	28.30
13047 - Librarian	25.61
13050 - Library Aide/Clerk	10.60
13054 - Library Information Technology Systems Administrator	23.13
13058 - Library Technician	14.66
13061 - Media Specialist I	16.68
13062 - Media Specialist II	18.66
13063 - Media Specialist III	20.82
13071 - Photographer I	17.17
13072 - Photographer II	19.67
13073 - Photographer III	23.69
13074 - Photographer IV	28.98
13075 - Photographer V	35.06
13110 - Video Teleconference Technician	19.28
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.25
14042 - Computer Operator II	18.18
14043 - Computer Operator III	20.28
14044 - Computer Operator IV	22.53
14045 - Computer Operator V	24.94
14071 - Computer Programmer I	21.66
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	16.25
14160 - Personal Computer Support Technician	22.53
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.57
15020 - Aircrew Training Devices Instructor (Rated)	34.57
15030 - Air Crew Training Devices Instructor (Pilot)	41.43

15050	- Computer Based Training Specialist / Instructor	28.57
15060	- Educational Technologist	27.95
15070	- Flight Instructor (Pilot)	41.43
15080	- Graphic Artist	20.05
15090	- Technical Instructor	23.54
15095	- Technical Instructor/Course Developer	28.80
15110	- Test Proctor	19.00
15120	- Tutor	19.90
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.39
16030	- Counter Attendant	9.39
16040	- Dry Cleaner	12.07
16070	- Finisher, Flatwork, Machine	9.39
16090	- Presser, Hand	9.39
16110	- Presser, Machine, Drycleaning	9.39
16130	- Presser, Machine, Shirts	9.39
16160	- Presser, Machine, Wearing Apparel, Laundry	9.39
16190	- Sewing Machine Operator	12.84
16220	- Tailor	13.56
16250	- Washer, Machine	10.27
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	18.47
19040	- Tool And Die Maker	21.57
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	15.01
21030	- Material Coordinator	20.74
21040	- Material Expediter	20.74
21050	- Material Handling Laborer	15.53
21071	- Order Filler	11.42
21080	- Production Line Worker (Food Processing)	15.01
21110	- Shipping Packer	13.40
21130	- Shipping/Receiving Clerk	13.40
21140	- Store Worker I	12.78
21150	- Stock Clerk	15.99
21210	- Tools And Parts Attendant	15.01
21410	- Warehouse Specialist	15.01
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	23.48
23021	- Aircraft Mechanic I	22.26
23022	- Aircraft Mechanic II	23.48
23023	- Aircraft Mechanic III	24.38
23040	- Aircraft Mechanic Helper	18.02
23050	- Aircraft, Painter	21.21
23060	- Aircraft Servicer	19.81
23080	- Aircraft Worker	20.71
23110	- Appliance Mechanic	21.05
23120	- Bicycle Repairer	14.53
23125	- Cable Splicer	28.34
23130	- Carpenter, Maintenance	19.67
23140	- Carpet Layer	17.11
23160	- Electrician, Maintenance	23.72
23181	- Electronics Technician Maintenance I	20.65
23182	- Electronics Technician Maintenance II	22.01
23183	- Electronics Technician Maintenance III	26.64
23260	- Fabric Worker	18.94
23290	- Fire Alarm System Mechanic	21.92
23310	- Fire Extinguisher Repairer	17.88
23311	- Fuel Distribution System Mechanic	23.48
23312	- Fuel Distribution System Operator	19.02
23370	- General Maintenance Worker	17.30
23380	- Ground Support Equipment Mechanic	22.26
23381	- Ground Support Equipment Servicer	19.81
23382	- Ground Support Equipment Worker	20.71

23391 - Gunsmith I	17.88
23392 - Gunsmith II	19.99
23393 - Gunsmith III	22.07
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.52
23411 - Heating, Ventilation And Air Contditiioning Mechanic (Research Facility)	21.24
23430 - Heavy Equipment Mechanic	22.88
23440 - Heavy Equipment Operator	21.41
23460 - Instrument Mechanic	21.92
23465 - Laboratory/Shelter Mechanic	21.05
23470 - Laborer	14.89
23510 - Locksmith	18.32
23530 - Machinery Maintenance Mechanic	20.20
23550 - Machinist, Maintenance	20.59
23580 - Maintenance Trades Helper	14.97
23591 - Metrology Technician I	21.92
23592 - Metrology Technician II	22.95
23593 - Metrology Technician III	24.00
23640 - Millwright	24.50
23710 - Office Appliance Repairer	21.44
23760 - Painter, Maintenance	20.88
23790 - Pipefitter, Maintenance	23.41
23810 - Plumber, Maintenance	22.03
23820 - Pneudraulic Systems Mechanic	22.07
23850 - Rigger	22.07
23870 - Scale Mechanic	19.99
23890 - Sheet-Metal Worker, Maintenance	22.36
23910 - Small Engine Mechanic	18.10
23931 - Telecommunications Mechanic I	26.92
23932 - Telecommunications Mechanic II	27.98
23950 - Telephone Lineman	23.48
23960 - Welder, Combination, Maintenance	19.46
23965 - Well Driller	22.07
23970 - Woodcraft Worker	22.07
23980 - Woodworker	16.54
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.43
24580 - Child Care Center Clerk	16.23
24610 - Chore Aide	11.03
24620 - Family Readiness And Support Services Coordinator	17.23
24630 - Homemaker	16.73
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.00
25040 - Sewage Plant Operator	19.78
25070 - Stationary Engineer	22.00
25190 - Ventilation Equipment Tender	16.76
25210 - Water Treatment Plant Operator	19.78
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.47
27007 - Baggage Inspector	12.52
27008 - Corrections Officer	22.18
27010 - Court Security Officer	22.18
27030 - Detection Dog Handler	16.29
27040 - Detention Officer	22.18
27070 - Firefighter	20.45
27101 - Guard I	12.52
27102 - Guard II	16.29
27131 - Police Officer I	26.75
27132 - Police Officer II	29.73
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.50

2005244717

28042	- Carnival Equipment Repairer	11.56
28043	- Carnival Equipment Worker	8.96
28210	- Gate Attendant/Gate Tender	14.00
28310	- Lifeguard	11.03
28350	- Park Attendant (Aide)	15.57
28510	- Recreation Aide/Health Facility Attendant	11.37
28515	- Recreation Specialist	13.83
28630	- Sports Official	11.65
28690	- Swimming Pool Operator	18.30
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	18.86
29020	- Hatch Tender	18.86
29030	- Line Handler	18.86
29041	- Stevedore I	17.87
29042	- Stevedore II	19.86
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	16.75
30022	- Archeological Technician II	19.39
30023	- Archeological Technician III	23.05
30030	- Cartographic Technician	23.05
30040	- Civil Engineering Technician	22.90
30061	- Drafter/CAD Operator I	16.63
30062	- Drafter/CAD Operator II	18.82
30063	- Drafter/CAD Operator III	20.75
30064	- Drafter/CAD Operator IV	25.52
30081	- Engineering Technician I	14.87
30082	- Engineering Technician II	16.68
30083	- Engineering Technician III	18.66
30084	- Engineering Technician IV	23.17
30085	- Engineering Technician V	28.33
30086	- Engineering Technician VI	34.27
30090	- Environmental Technician	24.75
30210	- Laboratory Technician	21.22
30240	- Mathematical Technician	23.05
30361	- Paralegal/Legal Assistant I	17.56
30362	- Paralegal/Legal Assistant II	23.32
30363	- Paralegal/Legal Assistant III	28.53
30364	- Paralegal/Legal Assistant IV	34.52
30390	- Photo-Optics Technician	23.05
30461	- Technical Writer I	19.51
30462	- Technical Writer II	23.85
30463	- Technical Writer III	28.88
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)	20.75
	Surface Programs	
30621	- Weather Observer, Senior (see 2)	23.05
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	11.83
31030	- Bus Driver	15.21
31043	- Driver Courier	14.56
31260	- Parking and Lot Attendant	9.56
31290	- Shuttle Bus Driver	15.49
31310	- Taxi Driver	9.90
31361	- Truckdriver, Light	15.49
31362	- Truckdriver, Medium	18.05
31363	- Truckdriver, Heavy	20.41

	2005244717	
31364 - Truckdriver, Tractor-Trailer		20.41
99000 - Miscellaneous Occupations		
99030 - Cashier		8.64
99050 - Desk Clerk		10.46
99095 - Embalmer		27.90
99251 - Laboratory Animal Caretaker I		10.41
99252 - Laboratory Animal Caretaker II		11.04
99310 - Mortician		29.93
99410 - Pest Controller		14.50
99510 - Photofinishing Worker		10.53
99710 - Recycling Laborer		13.41
99711 - Recycling Specialist		15.28
99730 - Refuse Collector		12.45
99810 - Sales Clerk		12.47
99820 - School Crossing Guard		10.31
99830 - Survey Party Chief		20.86
99831 - Surveying Aide		14.29
99832 - Surveying Technician		18.40
99840 - Vending Machine Attendant		13.35
99841 - Vending Machine Repairer		15.35
99842 - Vending Machine Repairer Helper		13.35

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; and 3 weeks after 8 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

2005244717

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.