

201525472 (2)

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. : 2015-2547  
Revision No. : 2  
Date Of Last Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was 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 \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. 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: Virginia

Area: Virginia Counties of Alleghany, Amherst, Appomattox, Augusta, Bath, Bedford, Bland, Botetourt, Campbell, Carroll, Craig, Floyd, Giles, Henry, Highland, Montgomery, Nelson, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge, Wythe

The following Independent Cities are included for the Southwest Virginia Area: Buena Vista, Clifton Forge, Covington, Danville, Lexington, Lynchburg, Martinsville, Radford, Salem, South Boston, Staunton, Waynesboro.

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.94
01012 - Accounting Clerk II		13.41
01013 - Accounting Clerk III		15.00
01020 - Administrative Assistant		17.66
01035 - Court Reporter		15.69
01051 - Data Entry Operator I		10.81
01052 - Data Entry Operator II		12.07
01060 - Dispatcher, Motor Vehicle		15.90
01070 - Document Preparation Clerk		13.62
01090 - Duplicating Machine Operator		13.62
01111 - General Clerk I		10.51
01112 - General Clerk II		11.54
01113 - General Clerk III		12.91
01120 - Housing Referral Assistant		17.50
01141 - Messenger Courier		10.88
01191 - Order Clerk I		11.10
01192 - Order Clerk II		12.11
01261 - Personnel Assistant (Employment) I		13.71
01262 - Personnel Assistant (Employment) II		15.33
01263 - Personnel Assistant (Employment) III		17.10

01270 - Production Control Clerk	19.20
01290 - Rental Clerk	11.61
01300 - Scheduler, Maintenance	12.94
01311 - Secretary I	12.94
01312 - Secretary II	15.69
01313 - Secretary III	17.50
01320 - Service Order Dispatcher	14.91
01410 - Supply Technician	17.66
01420 - Survey Worker	13.67
01460 - Switchboard Operator/Receptionist	10.28
01531 - Travel Clerk I	12.84
01532 - Travel Clerk II	13.64
01533 - Travel Clerk III	14.52
01611 - Word Processor I	12.07
01612 - Word Processor II	13.54
01613 - Word Processor III	15.69
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	17.67
05010 - Automotive Electrician	16.25
05040 - Automotive Glass Installer	15.64
05070 - Automotive Worker	15.64
05110 - Mobile Equipment Servicer	14.32
05130 - Motor Equipment Metal Mechanic	16.87
05160 - Motor Equipment Metal Worker	15.64
05190 - Motor Vehicle Mechanic	16.31
05220 - Motor Vehicle Mechanic Helper	13.42
05250 - Motor Vehicle Upholstery Worker	14.98
05280 - Motor Vehicle Wrecker	15.64
05310 - Painter, Automotive	16.25
05340 - Radiator Repair Specialist	15.64
05370 - Tire Repairer	12.58
05400 - Transmission Repair Specialist	16.87
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.82
07041 - Cook I	10.45
07042 - Cook II	11.41
07070 - Dishwasher	7.59
07130 - Food Service Worker	8.69
07210 - Meat Cutter	13.56
07260 - Waiter/Waitress	8.18
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.25
09040 - Furniture Handler	10.49
09080 - Furniture Refinisher	16.50
09090 - Furniture Refinisher Helper	12.20
09110 - Furniture Repairer, Minor	14.55
09130 - Upholsterer	16.50
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.13
11060 - Elevator Operator	9.18
11090 - Gardener	11.51
11122 - Housekeeping Aide	9.18
11150 - Janitor	9.18
11210 - Laborer, Grounds Maintenance	9.71
11240 - Maid or Houseman	8.22
11260 - Pruner	9.18
11270 - Tractor Operator	12.44
11330 - Trail Maintenance Worker	9.71
11360 - Window Cleaner	10.25
12000 - Health Occupations	
12010 - Ambulance Driver	14.48
12011 - Breath Alcohol Technician	16.11
12012 - Certified Occupational Therapist Assistant	26.66

12015 - Certi fi ed Physi cal Therapi st Assi stant	25. 52
12020 - Dental Assi stant	13. 92
12025 - Dental Hygi eni st	32. 95
12030 - EKG Techni ci an	25. 45
12035 - El ectroneurodi agnosti c Technol ogi st	25. 45
12040 - Emergency Medi cal Techni ci an	14. 48
12071 - Li censed Practi cal Nurse I	14. 40
12072 - Li censed Practi cal Nurse II	16. 11
12073 - Li censed Practi cal Nurse III	17. 97
12100 - Medi cal Assi stant	11. 82
12130 - Medi cal Laboratory Techni ci an	17. 27
12160 - Medi cal Record Clerk	12. 78
12190 - Medi cal Record Techni ci an	14. 66
12195 - Medi cal Transcri pti oni st	13. 38
12210 - Nucl ear Medi ci ne Technol ogi st	35. 41
12221 - Nursi ng Assi stant I	9. 67
12222 - Nursi ng Assi stant II	10. 87
12223 - Nursi ng Assi stant III	11. 86
12224 - Nursi ng Assi stant IV	13. 31
12235 - Opti cal Di spenser	16. 75
12236 - Opti cal Techni ci an	14. 40
12250 - Pharmacy Techni ci an	12. 20
12280 - Phl ebotomi st	14. 84
12305 - Radi ol ogi c Technol ogi st	24. 79
12311 - Regi stered Nurse I	20. 23
12312 - Regi stered Nurse II	24. 74
12313 - Regi stered Nurse II, Speci al i st	24. 74
12314 - Regi stered Nurse III	29. 93
12315 - Regi stered Nurse III, Anestheti st	29. 93
12316 - Regi stered Nurse IV	35. 87
12317 - Schedul er (Drug and Al cokol Testi ng)	19. 97
13000 - Informati on And Arts Occupati ons	
13011 - Exhi bi ts Speci al i st I	16. 94
13012 - Exhi bi ts Speci al i st II	21. 87
13013 - Exhi bi ts Speci al i st III	25. 95
13041 - Illu strator I	17. 57
13042 - Illu strator II	21. 87
13043 - Illu strator III	26. 63
13047 - Li brari an	24. 10
13050 - Li brary Ai de/Clerk	10. 99
13054 - Li brary Informati on Technol ogy Systems Admi ni strator	21. 77
13058 - Li brary Techni ci an	12. 35
13061 - Medi a Speci al i st I	15. 70
13062 - Medi a Speci al i st II	17. 57
13063 - Medi a Speci al i st III	19. 59
13071 - Photograp her I	14. 83
13072 - Photograp her II	16. 59
13073 - Photograp her III	21. 77
13074 - Photograp her IV	26. 63
13075 - Photograp her V	32. 22
13110 - Vi deo Tel econference Techni ci an	15. 79
14000 - Informati on Technol ogy Occupati ons	
14041 - Computer Operator I	14. 72
14042 - Computer Operator II	16. 45
14043 - Computer Operator III	18. 60
14044 - Computer Operator IV	20. 69
14045 - Computer Operator V	22. 89
14071 - Computer Program mer I	20. 42
14072 - Computer Program mer II	22. 36
14073 - Computer Program mer III	25. 68
14074 - Computer Program mer IV	22. 36
14101 - Computer Systems Analyst I	25. 80

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14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		14.72
14160 - Personal Computer Support Technician		20.69
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		25.80
15020 - Aircrew Training Devices Instructor (Rated)		31.22
15030 - Air Crew Training Devices Instructor (Pilot)		34.34
15050 - Computer Based Training Specialist / Instructor		25.80
15060 - Educational Technologist		22.94
15070 - Flight Instructor (Pilot)		34.34
15080 - Graphic Artist		19.83
15090 - Technical Instructor		19.60
15095 - Technical Instructor/Course Developer		23.98
15110 - Test Proctor		15.83
15120 - Tutor		15.83
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.11
16030 - Counter Attendant		9.11
16040 - Dry Cleaner		11.58
16070 - Finisher, Flatwork, Machine		9.11
16090 - Presser, Hand		9.11
16110 - Presser, Machine, Drycleaning		9.11
16130 - Presser, Machine, Shirts		9.11
16160 - Presser, Machine, Wearing Apparel, Laundry		9.11
16190 - Sewing Machine Operator		12.42
16220 - Tailor		13.17
16250 - Washer, Machine		9.82
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		19.33
19040 - Tool And Die Maker		23.30
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		14.04
21030 - Material Coordinator		19.71
21040 - Material Expediter		19.71
21050 - Material Handling Laborer		11.01
21071 - Order Filler		10.04
21080 - Production Line Worker (Food Processing)		14.04
21110 - Shipping Packer		12.00
21130 - Shipping/Receiving Clerk		12.00
21140 - Store Worker I		11.73
21150 - Stock Clerk		16.37
21210 - Tools And Parts Attendant		14.04
21410 - Warehouse Specialist		14.04
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		18.18
23021 - Aircraft Mechanic I		17.38
23022 - Aircraft Mechanic II		18.18
23023 - Aircraft Mechanic III		19.02
23040 - Aircraft Mechanic Helper		12.94
23050 - Aircraft, Painter		16.56
23060 - Aircraft Servicer		14.84
23080 - Aircraft Worker		15.74
23110 - Appliance Mechanic		18.41
23120 - Bicycle Repairer		12.58
23125 - Cable Splicer		23.47
23130 - Carpenter, Maintenance		17.88
23140 - Carpet Layer		15.21
23160 - Electrician, Maintenance		17.75
23181 - Electronics Technician Maintenance I		19.73
23182 - Electronics Technician Maintenance II		20.96
23183 - Electronics Technician Maintenance III		21.99
23260 - Fabric Worker		14.61

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23290 - Fire Alarm System Mechanic	17.56
23310 - Fire Extinguisher Repairer	15.08
23311 - Fuel Distribution System Mechanic	17.56
23312 - Fuel Distribution System Operator	14.08
23370 - General Maintenance Worker	16.36
23380 - Ground Support Equipment Mechanic	17.38
23381 - Ground Support Equipment Servicer	14.84
23382 - Ground Support Equipment Worker	15.74
23391 - Gunsmith I	15.08
23392 - Gunsmith II	15.59
23393 - Gunsmith III	17.38
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.41
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	16.84
23430 - Heavy Equipment Mechanic	17.91
23440 - Heavy Equipment Operator	14.71
23460 - Instrument Mechanic	17.38
23465 - Laboratory/Shelter Mechanic	16.56
23470 - Laborer	11.01
23510 - Locksmith	16.56
23530 - Machinery Maintenance Mechanic	22.63
23550 - Machinist, Maintenance	19.03
23580 - Maintenance Trades Helper	12.54
23591 - Metrology Technician I	17.38
23592 - Metrology Technician II	18.18
23593 - Metrology Technician III	19.02
23640 - Millwright	20.20
23710 - Office Appliance Repairer	16.56
23760 - Painter, Maintenance	16.25
23790 - Pipefitter, Maintenance	16.65
23810 - Plumber, Maintenance	15.91
23820 - Pneudraulic Systems Mechanic	17.38
23850 - Rigger	17.38
23870 - Scale Mechanic	15.59
23890 - Sheet-Metal Worker, Maintenance	16.87
23910 - Small Engine Mechanic	15.59
23931 - Telecommunications Mechanic I	24.65
23932 - Telecommunications Mechanic II	25.80
23950 - Telephone Lineman	23.76
23960 - Welder, Combination, Maintenance	16.80
23965 - Well Driller	17.38
23970 - Woodcraft Worker	17.38
23980 - Woodworker	13.66
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.10
24580 - Child Care Center Clerk	10.89
24610 - Chore Aide	8.49
24620 - Family Readiness And Support Services Coordinator	13.20
24630 - Homemaker	13.99
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.66
25040 - Sewage Plant Operator	19.67
25070 - Stationary Engineer	25.66
25190 - Ventilation Equipment Tender	18.63
25210 - Water Treatment Plant Operator	19.34
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.68
27007 - Baggage Inspector	10.54
27008 - Corrections Officer	15.60
27010 - Court Security Officer	17.00
27030 - Detection Dog Handler	11.78

27040 - Detention Officer	15.60
27070 - Firefighter	17.00
27101 - Guard I	10.54
27102 - Guard II	11.78
27131 - Police Officer I	18.52
27132 - Police Officer II	20.57
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.91
28042 - Carnival Equipment Repairer	10.57
28043 - Carnival Worker	7.88
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	10.72
28515 - Recreation Specialist	16.35
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	17.40
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.99
29020 - Hatch Tender	18.99
29030 - Line Handler	18.99
29041 - Stevedore I	18.11
29042 - Stevedore II	19.56
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HF0) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HF0) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HF0) (see 2)	27.16
30021 - Archeological Technician I	15.63
30022 - Archeological Technician II	17.59
30023 - Archeological Technician III	21.73
30030 - Cartographic Technician	21.73
30040 - Civil Engineering Technician	22.07
30061 - Drafter/CAD Operator I	14.65
30062 - Drafter/CAD Operator II	16.39
30063 - Drafter/CAD Operator III	18.15
30064 - Drafter/CAD Operator IV	22.93
30081 - Engineering Technician I	12.86
30082 - Engineering Technician II	14.44
30083 - Engineering Technician III	16.56
30084 - Engineering Technician IV	20.00
30085 - Engineering Technician V	24.48
30086 - Engineering Technician VI	29.61
30090 - Environmental Technician	20.10
30210 - Laboratory Technician	21.13
30240 - Mathematical Technician	20.70
30361 - Paralegal/Legal Assistant I	16.06
30362 - Paralegal/Legal Assistant II	19.50
30363 - Paralegal/Legal Assistant III	23.83
30364 - Paralegal/Legal Assistant IV	28.84
30390 - Photo-Optics Technician	20.65
30461 - Technical Writer I	19.58
30462 - Technical Writer II	23.95
30463 - Technical Writer III	28.97
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	18.15
Surface Programs	
30621 - Weather Observer, Senior (see 2)	20.08
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.41

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31030 - Bus Driver	13.05
31043 - Driver Courier	12.62
31260 - Parking and Lot Attendant	9.27
31290 - Shuttle Bus Driver	13.12
31310 - Taxi Driver	12.50
31361 - Truckdriver, Light	13.12
31362 - Truckdriver, Medium	13.73
31363 - Truckdriver, Heavy	15.11
31364 - Truckdriver, Tractor-Trailer	15.11
99000 - Miscellaneous Occupations	
99030 - Cashier	7.78
99050 - Desk Clerk	10.14
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	10.04
99252 - Laboratory Animal Caretaker II	10.81
99310 - Mortician	26.70
99410 - Pest Controller	15.47
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	14.73
99711 - Recycling Specialist	15.46
99730 - Refuse Collector	12.24
99810 - Sales Clerk	11.03
99820 - School Crossing Guard	12.72
99830 - Survey Party Chief	20.14
99831 - Surveying Aide	12.19
99832 - Surveying Technician	16.70
99840 - Vending Machine Attendant	14.52
99841 - Vending Machine Repairer	16.93
99842 - Vending Machine Repairer Helper	14.52

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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. (See 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 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 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, drying, 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 re-grading 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.

\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\*

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 the 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, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).

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 ensure 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.