

WD 05-2213 (Rev.-18) was first posted on www.wdol.gov on 01/05/2016

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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

Daniel W. Simms                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2005-2213  
Revision No.: 18  
Date Of 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: Kansas

Area: Kansas Counties of Brown, Clay, Cloud, Coffey, Dickinson, Geary, Jackson, Jefferson, Lyon, Marshall, Morris, Nemaha, Osage, Ottawa, Pottawatomie, Republic, Riley, Saline, Shawnee, Wabaunsee, Washington

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.46
01012 - Accounting Clerk II		14.00
01013 - Accounting Clerk III		15.65
01020 - Administrative Assistant		18.70
01040 - Court Reporter		16.14
01051 - Data Entry Operator I		11.27
01052 - Data Entry Operator II		12.31
01060 - Dispatcher, Motor Vehicle		14.93
01070 - Document Preparation Clerk		12.34
01090 - Duplicating Machine Operator		12.34
01111 - General Clerk I		11.85
01112 - General Clerk II		12.94
01113 - General Clerk III		14.52
01120 - Housing Referral Assistant		16.31
01141 - Messenger Courier		9.90
01191 - Order Clerk I		11.73
01192 - Order Clerk II		12.93
01261 - Personnel Assistant (Employment) I		13.97
01262 - Personnel Assistant (Employment) II		15.59
01263 - Personnel Assistant (Employment) III		17.37
01270 - Production Control Clerk		21.17
01280 - Receptionist		11.12
01290 - Rental Clerk		12.18
01300 - Scheduler, Maintenance		12.18
01311 - Secretary I		12.18
01312 - Secretary II		14.66
01313 - Secretary III		16.31
01320 - Service Order Dispatcher		12.18
01410 - Supply Technician		18.70
01420 - Survey Worker		13.09
01531 - Travel Clerk I		12.58
01532 - Travel Clerk II		13.25
01533 - Travel Clerk III		14.27
01611 - Word Processor I		12.47
01612 - Word Processor II		14.01
01613 - Word Processor III		15.93
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.18
05010 - Automotive Electrician		17.36
05040 - Automotive Glass Installer		16.62
05070 - Automotive Worker		16.62
05110 - Mobile Equipment Servicer		15.23
05130 - Motor Equipment Metal Mechanic		18.03
05160 - Motor Equipment Metal Worker		16.62
05190 - Motor Vehicle Mechanic		18.03
05220 - Motor Vehicle Mechanic Helper		14.59
05250 - Motor Vehicle Upholstery Worker		15.96

05280	- Motor Vehicle Wrecker	16.62
05310	- Painter, Automotive	17.36
05340	- Radiator Repair Specialist	16.62
05370	- Tire Repairer	12.95
05400	- Transmission Repair Specialist	18.03
07000	- Food Preparation And Service Occupations	
07010	- Baker	12.42
07041	- Cook I	10.66
07042	- Cook II	12.27
07070	- Dishwasher	7.46
07130	- Food Service Worker	8.41
07210	- Meat Cutter	13.93
07260	- Waiter/Waitress	7.75
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	18.00
09040	- Furniture Handler	12.56
09080	- Furniture Refinisher	18.00
09090	- Furniture Refinisher Helper	13.93
09110	- Furniture Repairer, Minor	16.07
09130	- Upholsterer	18.00
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	10.55
11060	- Elevator Operator	10.32
11090	- Gardener	12.68
11122	- Housekeeping Aide	10.32
11150	- Janitor	10.32
11210	- Laborer, Grounds Maintenance	11.36
11240	- Maid or Houseman	8.22
11260	- Pruner	10.25
11270	- Tractor Operator	12.12
11330	- Trail Maintenance Worker	11.36
11360	- Window Cleaner	11.51
12000	- Health Occupations	
12010	- Ambulance Driver	14.82
12011	- Breath Alcohol Technician	14.82
12012	- Certified Occupational Therapist Assistant	21.92
12015	- Certified Physical Therapist Assistant	21.90
12020	- Dental Assistant	13.77
12025	- Dental Hygienist	34.41
12030	- EKG Technician	23.18
12035	- Electroneurodiagnostic Technologist	23.18
12040	- Emergency Medical Technician	14.82
12071	- Licensed Practical Nurse I	13.93
12072	- Licensed Practical Nurse II	15.58
12073	- Licensed Practical Nurse III	17.37
12100	- Medical Assistant	11.83
12130	- Medical Laboratory Technician	13.81
12160	- Medical Record Clerk	13.37
12190	- Medical Record Technician	14.95
12195	- Medical Transcriptionist	14.84
12210	- Nuclear Medicine Technologist	33.67
12221	- Nursing Assistant I	9.70
12222	- Nursing Assistant II	10.91
12223	- Nursing Assistant III	11.90
12224	- Nursing Assistant IV	13.35
12235	- Optical Dispenser	14.27
12236	- Optical Technician	13.69
12250	- Pharmacy Technician	14.75
12280	- Phlebotomist	13.35
12305	- Radiologic Technologist	21.99
12311	- Registered Nurse I	21.78
12312	- Registered Nurse II	26.63
12313	- Registered Nurse II, Specialist	26.63
12314	- Registered Nurse III	32.22
12315	- Registered Nurse III, Anesthetist	32.22
12316	- Registered Nurse IV	38.61
12317	- Scheduler (Drug and Alcohol Testing)	18.41
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	18.03
13012	- Exhibits Specialist II	22.33
13013	- Exhibits Specialist III	27.34
13041	- Illustrator I	18.03
13042	- Illustrator II	22.33
13043	- Illustrator III	27.34
13047	- Librarian	24.76
13050	- Library Aide/Clerk	11.56
13054	- Library Information Technology Systems Administrator	22.33
13058	- Library Technician	15.31
13061	- Media Specialist I	16.12
13062	- Media Specialist II	18.03

13063	- Media Specialist III	20.11
13071	- Photographer I	14.78
13072	- Photographer II	16.56
13073	- Photographer III	20.49
13074	- Photographer IV	25.06
13075	- Photographer V	30.32
13110	- Video Teleconference Technician	14.99
14000	- Information Technology Occupations	
14041	- Computer Operator I	14.72
14042	- Computer Operator II	16.86
14043	- Computer Operator III	17.92
14044	- Computer Operator IV	20.46
14045	- Computer Operator V	22.66
14071	- Computer Programmer I	22.89
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	14.72
14160	- Personal Computer Support Technician	20.46
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	27.18
15020	- Aircrew Training Devices Instructor (Rated)	32.87
15030	- Air Crew Training Devices Instructor (Pilot)	39.03
15050	- Computer Based Training Specialist / Instructor	27.18
15060	- Educational Technologist	26.40
15070	- Flight Instructor (Pilot)	39.03
15080	- Graphic Artist	21.89
15090	- Technical Instructor	19.59
15095	- Technical Instructor/Course Developer	23.98
15110	- Test Proctor	15.80
15120	- Tutor	15.80
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	8.85
16030	- Counter Attendant	8.85
16040	- Dry Cleaner	11.22
16070	- Finisher, Flatwork, Machine	8.85
16090	- Presser, Hand	8.85
16110	- Presser, Machine, Drycleaning	8.85
16130	- Presser, Machine, Shirts	8.85
16160	- Presser, Machine, Wearing Apparel, Laundry	8.85
16190	- Sewing Machine Operator	11.96
16220	- Tailor	12.71
16250	- Washer, Machine	9.61
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	19.87
19040	- Tool And Die Maker	23.38
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	15.02
21030	- Material Coordinator	21.17
21040	- Material Expediter	21.17
21050	- Material Handling Laborer	12.52
21071	- Order Filler	13.16
21080	- Production Line Worker (Food Processing)	15.02
21110	- Shipping Packer	15.40
21130	- Shipping/Receiving Clerk	15.40
21140	- Store Worker I	12.07
21150	- Stock Clerk	16.14
21210	- Tools And Parts Attendant	15.02
21410	- Warehouse Specialist	15.02
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	26.51
23021	- Aircraft Mechanic I	25.37
23022	- Aircraft Mechanic II	26.51
23023	- Aircraft Mechanic III	27.39
23040	- Aircraft Mechanic Helper	18.95
23050	- Aircraft, Painter	24.10
23060	- Aircraft Servicer	21.55
23080	- Aircraft Worker	22.42
23110	- Appliance Mechanic	19.87
23120	- Bicycle Repairer	12.95
23125	- Cable Splicer	26.52
23130	- Carpenter, Maintenance	19.62
23140	- Carpet Layer	18.42
23160	- Electrician, Maintenance	21.74
23181	- Electronics Technician Maintenance I	20.77
23182	- Electronics Technician Maintenance II	21.84
23183	- Electronics Technician Maintenance III	24.76
23260	- Fabric Worker	17.73

23290	- Fire Alarm System Mechanic	20.38
23310	- Fire Extinguisher Repairer	16.50
23311	- Fuel Distribution System Mechanic	23.81
23312	- Fuel Distribution System Operator	17.46
23370	- General Maintenance Worker	17.73
23380	- Ground Support Equipment Mechanic	25.37
23381	- Ground Support Equipment Servicer	21.55
23382	- Ground Support Equipment Worker	22.42
23391	- Gunsmith I	16.50
23392	- Gunsmith II	18.78
23393	- Gunsmith III	22.42
23410	- Heating, Ventilation And Air-Conditioning Mechanic	21.63
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.39
23430	- Heavy Equipment Mechanic	20.04
23440	- Heavy Equipment Operator	18.63
23460	- Instrument Mechanic	23.38
23465	- Laboratory/Shelter Mechanic	19.87
23470	- Laborer	11.21
23510	- Locksmith	19.87
23530	- Machinery Maintenance Mechanic	22.64
23550	- Machinist, Maintenance	18.16
23580	- Maintenance Trades Helper	14.11
23591	- Metrology Technician I	23.81
23592	- Metrology Technician II	22.55
23593	- Metrology Technician III	23.45
23640	- Millwright	23.27
23710	- Office Appliance Repairer	19.78
23760	- Painter, Maintenance	19.02
23790	- Pipefitter, Maintenance	25.50
23810	- Plumber, Maintenance	24.55
23820	- Pneudraulic Systems Mechanic	22.42
23850	- Rigger	22.42
23870	- Scale Mechanic	18.78
23890	- Sheet-Metal Worker, Maintenance	23.81
23910	- Small Engine Mechanic	18.78
23931	- Telecommunications Mechanic I	23.81
23932	- Telecommunications Mechanic II	27.20
23950	- Telephone Lineman	24.21
23960	- Welder, Combination, Maintenance	19.18
23965	- Well Driller	22.42
23970	- Woodcraft Worker	22.42
23980	- Woodworker	16.50
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	10.42
24580	- Child Care Center Clerk	15.05
24610	- Chore Aide	12.03
24620	- Family Readiness And Support Services Coordinator	13.73
24630	- Homemaker	17.66
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	22.42
25040	- Sewage Plant Operator	19.87
25070	- Stationary Engineer	22.42
25190	- Ventilation Equipment Tender	15.37
25210	- Water Treatment Plant Operator	19.87
27000	- Protective Service Occupations	
27004	- Alarm Monitor	14.07
27007	- Baggage Inspector	12.40
27008	- Corrections Officer	15.26
27010	- Court Security Officer	17.84
27030	- Detection Dog Handler	13.87
27040	- Detention Officer	15.26
27070	- Firefighter	17.84
27101	- Guard I	12.40
27102	- Guard II	13.87
27131	- Police Officer I	19.05
27132	- Police Officer II	21.18
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	12.17
28042	- Carnival Equipment Repairer	12.55
28043	- Carnival Equipment Worker	9.72
28210	- Gate Attendant/Gate Tender	14.00
28310	- Lifeguard	12.47
28350	- Park Attendant (Aide)	15.66
28510	- Recreation Aide/Health Facility Attendant	11.96
28515	- Recreation Specialist	15.16
28630	- Sports Official	13.06
28690	- Swimming Pool Operator	16.85
29000	- Stevedoring/Longshoremen Occupational Services	

29010	- Blocker And Bracer	20.26
29020	- Hatch Tender	20.26
29030	- Line Handler	20.26
29041	- Stevedore I	19.39
29042	- Stevedore II	21.45
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	24.67
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021	- Archeological Technician I	17.12
30022	- Archeological Technician II	19.48
30023	- Archeological Technician III	22.96
30030	- Cartographic Technician	23.01
30040	- Civil Engineering Technician	20.62
30061	- Drafter/CAD Operator I	16.60
30062	- Drafter/CAD Operator II	18.57
30063	- Drafter/CAD Operator III	20.73
30064	- Drafter/CAD Operator IV	25.50
30081	- Engineering Technician I	16.89
30082	- Engineering Technician II	17.92
30083	- Engineering Technician III	20.05
30084	- Engineering Technician IV	24.85
30085	- Engineering Technician V	30.39
30086	- Engineering Technician VI	36.79
30090	- Environmental Technician	23.01
30210	- Laboratory Technician	23.53
30240	- Mathematical Technician	23.01
30361	- Paralegal/Legal Assistant I	18.97
30362	- Paralegal/Legal Assistant II	23.52
30363	- Paralegal/Legal Assistant III	28.76
30364	- Paralegal/Legal Assistant IV	34.79
30390	- Photo-Optics Technician	24.16
30461	- Technical Writer I	23.01
30462	- Technical Writer II	28.14
30463	- Technical Writer III	34.05
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)	21.74
Surface Programs		
30621	- Weather Observer, Senior (see 2)	23.01
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	12.14
31030	- Bus Driver	16.67
31043	- Driver Courier	14.75
31260	- Parking and Lot Attendant	11.23
31290	- Shuttle Bus Driver	15.82
31310	- Taxi Driver	13.86
31361	- Truckdriver, Light	15.82
31362	- Truckdriver, Medium	16.58
31363	- Truckdriver, Heavy	17.23
31364	- Truckdriver, Tractor-Trailer	17.23
99000	- Miscellaneous Occupations	
99030	- Cashier	8.03
99050	- Desk Clerk	9.94
99095	- Embalmer	23.05
99251	- Laboratory Animal Caretaker I	10.80
99252	- Laboratory Animal Caretaker II	11.46
99310	- Mortician	23.05
99410	- Pest Controller	15.30
99510	- Photofinishing Worker	14.29
99710	- Recycling Laborer	13.16
99711	- Recycling Specialist	15.64
99730	- Refuse Collector	11.91
99810	- Sales Clerk	11.92
99820	- School Crossing Guard	12.01
99830	- Survey Party Chief	19.88
99831	- Surveying Aide	12.44
99832	- Surveying Technician	15.54
99840	- Vending Machine Attendant	13.20
99841	- Vending Machine Repairer	15.03
99842	- Vending Machine Repairer Helper	13.20

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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 5 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) 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

ordance, 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 link 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.