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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.: 2005-2307  
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).

States: Kansas, Missouri

Area: Kansas Counties of Anderson, Atchison, Doniphan, Douglas, Franklin, Johnson, Leavenworth, Linn, Miami, Wyandotte  
Missouri Counties of Adair, Andrew, Atchison, Bates, Buchanan, Caldwell, Carroll, Cass, Chariton, Clay, Clinton, Cooper, Daviess, De Kalb, Gentry, Grundy, Harrison, Henry, Holt, Howard, Jackson, Johnson, Lafayette, Linn, Livingston, Macon, Mercer, Nodaway, Pettis, Platte, Putnam, Ray, Saline, Schuyler, Sullivan, Worth

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.97
01012 - Accounting Clerk II		15.69
01013 - Accounting Clerk III		17.77
01020 - Administrative Assistant		21.80
01040 - Court Reporter		18.32
01051 - Data Entry Operator I		12.47
01052 - Data Entry Operator II		14.14
01060 - Dispatcher, Motor Vehicle		18.55
01070 - Document Preparation Clerk		14.22
01090 - Duplicating Machine Operator		14.22
01111 - General Clerk I		12.95
01112 - General Clerk II		14.22
01113 - General Clerk III		15.96
01120 - Housing Referral Assistant		20.79
01141 - Messenger Courier		11.41
01191 - Order Clerk I		12.73
01192 - Order Clerk II		15.29
01261 - Personnel Assistant (Employment) I		16.17
01262 - Personnel Assistant (Employment) II		17.97
01263 - Personnel Assistant (Employment) III		20.54
01270 - Production Control Clerk		20.04
01280 - Receptionist		13.87
01290 - Rental Clerk		14.97
01300 - Scheduler, Maintenance		15.96
01311 - Secretary I		15.96
01312 - Secretary II		17.90
01313 - Secretary III		20.79
01320 - Service Order Dispatcher		21.18
01410 - Supply Technician		23.09
01420 - Survey Worker		17.02
01531 - Travel Clerk I		12.96
01532 - Travel Clerk II		14.00
01533 - Travel Clerk III		15.03
01611 - Word Processor I		14.09
01612 - Word Processor II		15.81
01613 - Word Processor III		17.69
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		23.30
05010 - Automotive Electrician		19.32
05040 - Automotive Glass Installer		18.59
05070 - Automotive Worker		18.59
05110 - Mobile Equipment Servicer		16.51
05130 - Motor Equipment Metal Mechanic		20.03

05160	- Motor Equipment Metal Worker	18.59
05190	- Motor Vehicle Mechanic	21.70
05220	- Motor Vehicle Mechanic Helper	15.47
05250	- Motor Vehicle Upholstery Worker	17.54
05280	- Motor Vehicle Wrecker	18.59
05310	- Painter, Automotive	19.32
05340	- Radiator Repair Specialist	18.59
05370	- Tire Repairer	15.18
05400	- Transmission Repair Specialist	20.03
07000	- Food Preparation And Service Occupations	
07010	- Baker	14.52
07041	- Cook I	10.88
07042	- Cook II	12.54
07070	- Dishwasher	9.60
07130	- Food Service Worker	10.31
07210	- Meat Cutter	15.48
07260	- Waiter/Waitress	9.27
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	21.23
09040	- Furniture Handler	15.75
09080	- Furniture Refinisher	21.23
09090	- Furniture Refinisher Helper	17.01
09110	- Furniture Repairer, Minor	19.27
09130	- Upholsterer	12.46
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	11.24
11060	- Elevator Operator	12.93
11090	- Gardener	16.01
11122	- Housekeeping Aide	12.93
11150	- Janitor	12.93
11210	- Laborer, Grounds Maintenance	13.34
11240	- Maid or Houseman	10.52
11260	- Pruner	12.93
11270	- Tractor Operator	15.37
11330	- Trail Maintenance Worker	13.34
11360	- Window Cleaner	13.33
12000	- Health Occupations	
12010	- Ambulance Driver	17.12
12011	- Breath Alcohol Technician	17.12
12012	- Certified Occupational Therapist Assistant	21.32
12015	- Certified Physical Therapist Assistant	22.07
12020	- Dental Assistant	16.52
12025	- Dental Hygienist	34.35
12030	- EKG Technician	24.23
12035	- Electroneurodiagnostic Technologist	24.23
12040	- Emergency Medical Technician	17.12
12071	- Licensed Practical Nurse I	14.58
12072	- Licensed Practical Nurse II	16.31
12073	- Licensed Practical Nurse III	18.19
12100	- Medical Assistant	14.08
12130	- Medical Laboratory Technician	15.52
12160	- Medical Record Clerk	13.62
12190	- Medical Record Technician	15.23
12195	- Medical Transcriptionist	15.38
12210	- Nuclear Medicine Technologist	32.27
12221	- Nursing Assistant I	9.93
12222	- Nursing Assistant II	11.18
12223	- Nursing Assistant III	12.18
12224	- Nursing Assistant IV	13.68
12235	- Optical Dispenser	14.12
12236	- Optical Technician	14.95
12250	- Pharmacy Technician	14.84
12280	- Phlebotomist	13.68
12305	- Radiologic Technologist	25.29
12311	- Registered Nurse I	23.68
12312	- Registered Nurse II	27.27
12313	- Registered Nurse II, Specialist	27.27
12314	- Registered Nurse III	33.15
12315	- Registered Nurse III, Anesthetist	33.15
12316	- Registered Nurse IV	39.45
12317	- Scheduler (Drug and Alcohol Testing)	20.20
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	20.11
13012	- Exhibits Specialist II	27.35
13013	- Exhibits Specialist III	29.94
13041	- Illustrator I	18.65
13042	- Illustrator II	22.33
13043	- Illustrator III	27.90
13047	- Librarian	30.95
13050	- Library Aide/Clerk	10.37
13054	- Library Information Technology Systems	23.49

Administrator	
13058 - Library Technician	13.96
13061 - Media Specialist I	17.03
13062 - Media Specialist II	19.04
13063 - Media Specialist III	21.24
13071 - Photographer I	17.20
13072 - Photographer II	19.24
13073 - Photographer III	23.84
13074 - Photographer IV	29.17
13075 - Photographer V	35.29
13110 - Video Teleconference Technician	17.91
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.03
14042 - Computer Operator II	17.93
14043 - Computer Operator III	19.99
14044 - Computer Operator IV	23.48
14045 - Computer Operator V	24.61
14071 - Computer Programmer I	22.38
14072 - Computer Programmer II	26.04
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	16.03
14160 - Personal Computer Support Technician	23.48
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.38
15020 - Aircrew Training Devices Instructor (Rated)	33.12
15030 - Air Crew Training Devices Instructor (Pilot)	39.69
15050 - Computer Based Training Specialist / Instructor	27.62
15060 - Educational Technologist	26.64
15070 - Flight Instructor (Pilot)	39.69
15080 - Graphic Artist	25.30
15090 - Technical Instructor	20.74
15095 - Technical Instructor/Course Developer	25.38
15110 - Test Proctor	17.30
15120 - Tutor	17.30
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.16
16030 - Counter Attendant	9.16
16040 - Dry Cleaner	11.82
16070 - Finisher, Flatwork, Machine	9.16
16090 - Presser, Hand	9.16
16110 - Presser, Machine, Drycleaning	9.16
16130 - Presser, Machine, Shirts	9.16
16160 - Presser, Machine, Wearing Apparel, Laundry	9.16
16190 - Sewing Machine Operator	12.70
16220 - Tailor	13.57
16250 - Washer, Machine	10.08
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.23
19040 - Tool And Die Maker	27.26
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	19.24
21030 - Material Coordinator	20.04
21040 - Material Expediter	20.04
21050 - Material Handling Laborer	16.19
21071 - Order Filler	13.52
21080 - Production Line Worker (Food Processing)	19.24
21110 - Shipping Packer	15.57
21130 - Shipping/Receiving Clerk	15.57
21140 - Store Worker I	13.27
21150 - Stock Clerk	19.19
21210 - Tools And Parts Attendant	19.24
21410 - Warehouse Specialist	19.24
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.87
23021 - Aircraft Mechanic I	24.88
23022 - Aircraft Mechanic II	25.87
23023 - Aircraft Mechanic III	26.77
23040 - Aircraft Mechanic Helper	19.23
23050 - Aircraft, Painter	23.93
23060 - Aircraft Servicer	21.78
23080 - Aircraft Worker	23.09
23110 - Appliance Mechanic	19.30
23120 - Bicycle Repairer	15.18
23125 - Cable Splicer	28.03
23130 - Carpenter, Maintenance	23.76
23140 - Carpet Layer	25.78
23160 - Electrician, Maintenance	29.98

23181	- Electronics Technician Maintenance I	21.55
23182	- Electronics Technician Maintenance II	27.18
23183	- Electronics Technician Maintenance III	27.74
23260	- Fabric Worker	19.01
23290	- Fire Alarm System Mechanic	22.01
23310	- Fire Extinguisher Repairer	17.66
23311	- Fuel Distribution System Mechanic	25.39
23312	- Fuel Distribution System Operator	19.91
23370	- General Maintenance Worker	20.36
23380	- Ground Support Equipment Mechanic	24.88
23381	- Ground Support Equipment Servicer	21.78
23382	- Ground Support Equipment Worker	23.09
23391	- Gunsmith I	17.66
23392	- Gunsmith II	20.36
23393	- Gunsmith III	22.53
23410	- Heating, Ventilation And Air-Conditioning Mechanic	22.80
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.71
23430	- Heavy Equipment Mechanic	21.39
23440	- Heavy Equipment Operator	23.00
23460	- Instrument Mechanic	22.53
23465	- Laboratory/Shelter Mechanic	21.55
23470	- Laborer	13.44
23510	- Locksmith	21.75
23530	- Machinery Maintenance Mechanic	21.01
23550	- Machinist, Maintenance	22.01
23580	- Maintenance Trades Helper	16.31
23591	- Metrology Technician I	22.59
23592	- Metrology Technician II	23.38
23593	- Metrology Technician III	24.19
23640	- Millwright	25.77
23710	- Office Appliance Repairer	21.38
23760	- Painter, Maintenance	21.23
23790	- Pipefitter, Maintenance	27.67
23810	- Plumber, Maintenance	24.62
23820	- Pneudraulic Systems Mechanic	22.53
23850	- Rigger	22.53
23870	- Scale Mechanic	20.36
23890	- Sheet-Metal Worker, Maintenance	26.89
23910	- Small Engine Mechanic	21.10
23931	- Telecommunications Mechanic I	23.21
23932	- Telecommunications Mechanic II	24.05
23950	- Telephone Lineman	24.54
23960	- Welder, Combination, Maintenance	22.01
23965	- Well Driller	21.20
23970	- Woodcraft Worker	22.53
23980	- Woodworker	17.66
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	10.63
24580	- Child Care Center Clerk	14.51
24610	- Chore Aide	9.51
24620	- Family Readiness And Support Services Coordinator	13.66
24630	- Homemaker	16.12
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	25.16
25040	- Sewage Plant Operator	21.30
25070	- Stationary Engineer	25.16
25190	- Ventilation Equipment Tender	17.01
25210	- Water Treatment Plant Operator	21.23
27000	- Protective Service Occupations	
27004	- Alarm Monitor	17.02
27007	- Baggage Inspector	13.32
27008	- Corrections Officer	18.89
27010	- Court Security Officer	20.41
27030	- Detection Dog Handler	16.62
27040	- Detention Officer	18.89
27070	- Firefighter	21.35
27101	- Guard I	13.32
27102	- Guard II	16.62
27131	- Police Officer I	22.07
27132	- Police Officer II	24.51
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	11.14
28042	- Carnival Equipment Repairer	11.89
28043	- Carnival Equipment Worker	9.01
28210	- Gate Attendant/Gate Tender	15.25
28310	- Lifeguard	12.47
28350	- Park Attendant (Aide)	17.05
28510	- Recreation Aide/Health Facility Attendant	12.45

28515	- Recreation Specialist	19.43
28630	- Sports Official	13.59
28690	- Swimming Pool Operator	19.20
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	23.29
29020	- Hatch Tender	23.29
29030	- Line Handler	23.29
29041	- Stevedore I	21.62
29042	- Stevedore II	24.53
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	17.88
30022	- Archeological Technician II	19.99
30023	- Archeological Technician III	24.76
30030	- Cartographic Technician	25.01
30040	- Civil Engineering Technician	25.17
30061	- Drafter/CAD Operator I	18.04
30062	- Drafter/CAD Operator II	20.18
30063	- Drafter/CAD Operator III	22.51
30064	- Drafter/CAD Operator IV	27.69
30081	- Engineering Technician I	15.54
30082	- Engineering Technician II	19.08
30083	- Engineering Technician III	21.95
30084	- Engineering Technician IV	24.41
30085	- Engineering Technician V	29.54
30086	- Engineering Technician VI	36.00
30090	- Environmental Technician	20.48
30210	- Laboratory Technician	20.07
30240	- Mathematical Technician	25.01
30361	- Paralegal/Legal Assistant I	17.19
30362	- Paralegal/Legal Assistant II	21.79
30363	- Paralegal/Legal Assistant III	26.66
30364	- Paralegal/Legal Assistant IV	32.25
30390	- Photo-Optics Technician	25.01
30461	- Technical Writer I	20.53
30462	- Technical Writer II	25.11
30463	- Technical Writer III	30.38
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)	22.51
Surface Programs		
30621	- Weather Observer, Senior (see 2)	25.01
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	12.37
31030	- Bus Driver	17.28
31043	- Driver Courier	14.58
31260	- Parking and Lot Attendant	12.07
31290	- Shuttle Bus Driver	15.77
31310	- Taxi Driver	11.26
31361	- Truckdriver, Light	15.77
31362	- Truckdriver, Medium	21.15
31363	- Truckdriver, Heavy	21.54
31364	- Truckdriver, Tractor-Trailer	21.54
99000	- Miscellaneous Occupations	
99030	- Cashier	10.19
99050	- Desk Clerk	9.42
99095	- Embalmer	22.23
99251	- Laboratory Animal Caretaker I	9.92
99252	- Laboratory Animal Caretaker II	10.65
99310	- Mortician	30.24
99410	- Pest Controller	17.98
99510	- Photofinishing Worker	12.76
99710	- Recycling Laborer	15.79
99711	- Recycling Specialist	18.79
99730	- Refuse Collector	14.15
99810	- Sales Clerk	12.20
99820	- School Crossing Guard	10.90
99830	- Survey Party Chief	21.44
99831	- Surveying Aide	13.33
99832	- Surveying Technician	18.25
99840	- Vending Machine Attendant	14.51
99841	- Vending Machine Repairer	17.45
99842	- Vending Machine Repairer Helper	14.51

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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. (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 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 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.