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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

Diane C. Koplewski            Division of  
Director                      Wage Determinations

Wage Determination No.: 2005-2579  
Revision No.: 9  
Date Of Revision: 06/13/2011

State: Wisconsin

Area: Wisconsin Counties of Columbia, Dane, Dodge, Green, Iowa, Jefferson,  
Lafayette, Rock, Sauk

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.47
01012 - Accounting Clerk II		15.12
01013 - Accounting Clerk III		16.91
01020 - Administrative Assistant		20.72
01040 - Court Reporter		17.14
01051 - Data Entry Operator I		12.41
01052 - Data Entry Operator II		13.93
01060 - Dispatcher, Motor Vehicle		17.63
01070 - Document Preparation Clerk		13.76
01090 - Duplicating Machine Operator		13.76
01111 - General Clerk I		12.51
01112 - General Clerk II		13.65
01113 - General Clerk III		15.46
01120 - Housing Referral Assistant		19.54
01141 - Messenger Courier		12.98
01191 - Order Clerk I		13.10
01192 - Order Clerk II		14.63
01261 - Personnel Assistant (Employment) I		14.96
01262 - Personnel Assistant (Employment) II		16.73
01263 - Personnel Assistant (Employment) III		18.77
01270 - Production Control Clerk		20.77
01280 - Receptionist		13.12
01290 - Rental Clerk		12.76
01300 - Scheduler, Maintenance		15.32
01311 - Secretary I		15.32
01312 - Secretary II		17.14
01313 - Secretary III		19.54
01320 - Service Order Dispatcher		15.89
01410 - Supply Technician		20.72
01420 - Survey Worker		13.88
01531 - Travel Clerk I		13.14
01532 - Travel Clerk II		14.20
01533 - Travel Clerk III		15.37
01611 - Word Processor I		14.14
01612 - Word Processor II		15.87
01613 - Word Processor III		17.75
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	18.60
05010 - Automotive Electrician	18.47
05040 - Automotive Glass Installer	18.07
05070 - Automotive Worker	18.07
05110 - Mobile Equipment Servicer	15.56
05130 - Motor Equipment Metal Mechanic	19.01
05160 - Motor Equipment Metal Worker	18.07
05190 - Motor Vehicle Mechanic	19.01
05220 - Motor Vehicle Mechanic Helper	15.05
05250 - Motor Vehicle Upholstery Worker	17.50
05280 - Motor Vehicle Wrecker	18.07
05310 - Painter, Automotive	17.76
05340 - Radiator Repair Specialist	18.07
05370 - Tire Repairer	12.71
05400 - Transmission Repair Specialist	19.01
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.18
07041 - Cook I	11.28
07042 - Cook II	12.65
07070 - Dishwasher	8.79
07130 - Food Service Worker	9.79
07210 - Meat Cutter	15.30
07260 - Waiter/Waitress	9.17
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.55
09040 - Furniture Handler	14.87
09080 - Furniture Refinisher	15.55
09090 - Furniture Refinisher Helper	15.31
09110 - Furniture Repairer, Minor	16.18
09130 - Upholsterer	17.29
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.39
11060 - Elevator Operator	12.39
11090 - Gardener	15.94
11122 - Housekeeping Aide	11.52
11150 - Janitor	11.74
11210 - Laborer, Grounds Maintenance	13.41
11240 - Maid or Houseman	9.88
11260 - Pruner	12.43
11270 - Tractor Operator	15.28
11330 - Trail Maintenance Worker	13.41
11360 - Window Cleaner	12.49
12000 - Health Occupations	
12010 - Ambulance Driver	14.58
12011 - Breath Alcohol Technician	17.22
12012 - Certified Occupational Therapist Assistant	23.44
12015 - Certified Physical Therapist Assistant	20.81
12020 - Dental Assistant	17.26
12025 - Dental Hygienist	29.83
12030 - EKG Technician	26.74
12035 - Electroneurodiagnostic Technologist	26.74
12040 - Emergency Medical Technician	14.58
12071 - Licensed Practical Nurse I	15.79
12072 - Licensed Practical Nurse II	17.66
12073 - Licensed Practical Nurse III	19.70
12100 - Medical Assistant	15.26
12130 - Medical Laboratory Technician	19.04
12160 - Medical Record Clerk	15.88

12190 - Medical Record Technician	17.91
12195 - Medical Transcriptionist	16.67
12210 - Nuclear Medicine Technologist	32.90
12221 - Nursing Assistant I	10.56
12222 - Nursing Assistant II	11.88
12223 - Nursing Assistant III	12.96
12224 - Nursing Assistant IV	14.54
12235 - Optical Dispenser	14.84
12236 - Optical Technician	15.17
12250 - Pharmacy Technician	14.46
12280 - Phlebotomist	14.54
12305 - Radiologic Technologist	25.54
12311 - Registered Nurse I	24.18
12312 - Registered Nurse II	29.59
12313 - Registered Nurse II, Specialist	29.59
12314 - Registered Nurse III	35.80
12315 - Registered Nurse III, Anesthetist	35.80
12316 - Registered Nurse IV	42.91
12317 - Scheduler (Drug and Alcohol Testing)	21.32
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.13
13012 - Exhibits Specialist II	23.70
13013 - Exhibits Specialist III	28.99
13041 - Illustrator I	19.13
13042 - Illustrator II	23.70
13043 - Illustrator III	28.99
13047 - Librarian	26.24
13050 - Library Aide/Clerk	12.42
13054 - Library Information Technology Systems Administrator	22.67
13058 - Library Technician	14.64
13061 - Media Specialist I	16.27
13062 - Media Specialist II	19.13
13063 - Media Specialist III	21.33
13071 - Photographer I	15.74
13072 - Photographer II	17.61
13073 - Photographer III	21.82
13074 - Photographer IV	26.69
13075 - Photographer V	32.29
13110 - Video Teleconference Technician	17.71
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.58
14042 - Computer Operator II	19.66
14043 - Computer Operator III	21.93
14044 - Computer Operator IV	24.37
14045 - Computer Operator V	26.97
14071 - Computer Programmer I	22.65
14072 - Computer Programmer II	26.02
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	17.58
14160 - Personal Computer Support Technician	24.37
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.51
15020 - Aircrew Training Devices Instructor (Rated)	32.22

15030 - Air Crew Training Devices Instructor (Pilot)	37.37
15050 - Computer Based Training Specialist / Instructor	28.51
15060 - Educational Technologist	28.86
15070 - Flight Instructor (Pilot)	37.37
15080 - Graphic Artist	20.97
15090 - Technical Instructor	18.25
15095 - Technical Instructor/Course Developer	22.33
15110 - Test Proctor	14.74
15120 - Tutor	14.74
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.17
16030 - Counter Attendant	9.17
16040 - Dry Cleaner	11.85
16070 - Finisher, Flatwork, Machine	9.17
16090 - Presser, Hand	9.17
16110 - Presser, Machine, Drycleaning	9.17
16130 - Presser, Machine, Shirts	9.17
16160 - Presser, Machine, Wearing Apparel, Laundry	9.17
16190 - Sewing Machine Operator	12.70
16220 - Tailor	13.60
16250 - Washer, Machine	10.08
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.79
19040 - Tool And Die Maker	23.27
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.16
21030 - Material Coordinator	20.77
21040 - Material Expediter	20.77
21050 - Material Handling Laborer	12.91
21071 - Order Filler	11.95
21080 - Production Line Worker (Food Processing)	15.16
21110 - Shipping Packer	14.37
21130 - Shipping/Receiving Clerk	14.37
21140 - Store Worker I	14.11
21150 - Stock Clerk	17.81
21210 - Tools And Parts Attendant	15.16
21410 - Warehouse Specialist	15.16
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.78
23021 - Aircraft Mechanic I	26.46
23022 - Aircraft Mechanic II	27.78
23023 - Aircraft Mechanic III	29.16
23040 - Aircraft Mechanic Helper	22.20
23050 - Aircraft, Painter	24.98
23060 - Aircraft Servicer	24.56
23080 - Aircraft Worker	25.75
23110 - Appliance Mechanic	17.76
23120 - Bicycle Repairer	12.64
23125 - Cable Splicer	25.44
23130 - Carpenter, Maintenance	20.33
23140 - Carpet Layer	20.87
23160 - Electrician, Maintenance	25.62
23181 - Electronics Technician Maintenance I	20.49
23182 - Electronics Technician Maintenance II	21.60
23183 - Electronics Technician Maintenance III	22.80
23260 - Fabric Worker	19.29
23290 - Fire Alarm System Mechanic	22.69
23310 - Fire Extinguisher Repairer	18.19

23311 - Fuel Distribution System Mechanic	21.83
23312 - Fuel Distribution System Operator	17.58
23370 - General Maintenance Worker	17.83
23380 - Ground Support Equipment Mechanic	26.46
23381 - Ground Support Equipment Servicer	24.56
23382 - Ground Support Equipment Worker	25.75
23391 - Gunsmith I	18.19
23392 - Gunsmith II	20.40
23393 - Gunsmith III	22.69
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.60
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.92
23430 - Heavy Equipment Mechanic	21.29
23440 - Heavy Equipment Operator	26.28
23460 - Instrument Mechanic	22.43
23465 - Laboratory/Shelter Mechanic	21.50
23470 - Laborer	12.91
23510 - Locksmith	20.14
23530 - Machinery Maintenance Mechanic	20.57
23550 - Machinist, Maintenance	20.11
23580 - Maintenance Trades Helper	13.92
23591 - Metrology Technician I	22.43
23592 - Metrology Technician II	23.51
23593 - Metrology Technician III	24.63
23640 - Millwright	22.69
23710 - Office Appliance Repairer	21.78
23760 - Painter, Maintenance	19.23
23790 - Pipefitter, Maintenance	30.88
23810 - Plumber, Maintenance	29.99
23820 - Pneudraulic Systems Mechanic	22.69
23850 - Rigger	22.69
23870 - Scale Mechanic	20.40
23890 - Sheet-Metal Worker, Maintenance	23.74
23910 - Small Engine Mechanic	16.72
23931 - Telecommunications Mechanic I	25.63
23932 - Telecommunications Mechanic II	27.27
23950 - Telephone Lineman	21.65
23960 - Welder, Combination, Maintenance	17.75
23965 - Well Driller	19.97
23970 - Woodcraft Worker	22.69
23980 - Woodworker	17.35
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.58
24580 - Child Care Center Clerk	14.90
24610 - Chore Aide	10.46
24620 - Family Readiness And Support Services Coordinator	14.94
24630 - Homemaker	16.41
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.69
25040 - Sewage Plant Operator	21.50
25070 - Stationary Engineer	22.69
25190 - Ventilation Equipment Tender	18.49
25210 - Water Treatment Plant Operator	21.50
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.99
27007 - Baggage Inspector	12.29

27008 - Corrections Officer	20.15
27010 - Court Security Officer	21.33
27030 - Detection Dog Handler	16.81
27040 - Detention Officer	20.15
27070 - Firefighter	17.91
27101 - Guard I	12.29
27102 - Guard II	16.81
27131 - Police Officer I	23.46
27132 - Police Officer II	26.61
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.37
28042 - Carnival Equipment Repairer	11.80
28043 - Carnival Equipment Worker	9.66
28210 - Gate Attendant/Gate Tender	15.40
28310 - Lifeguard	12.11
28350 - Park Attendant (Aide)	17.23
28510 - Recreation Aide/Health Facility Attendant	12.66
28515 - Recreation Specialist	15.24
28630 - Sports Official	13.72
28690 - Swimming Pool Operator	16.43
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	21.11
29020 - Hatch Tender	21.01
29030 - Line Handler	21.01
29041 - Stevedore I	19.29
29042 - Stevedore II	22.14
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	16.19
30022 - Archeological Technician II	18.04
30023 - Archeological Technician III	22.07
30030 - Cartographic Technician	22.07
30040 - Civil Engineering Technician	21.51
30061 - Drafter/CAD Operator I	16.08
30062 - Drafter/CAD Operator II	17.81
30063 - Drafter/CAD Operator III	19.87
30064 - Drafter/CAD Operator IV	24.45
30081 - Engineering Technician I	15.26
30082 - Engineering Technician II	16.29
30083 - Engineering Technician III	18.22
30084 - Engineering Technician IV	22.58
30085 - Engineering Technician V	27.62
30086 - Engineering Technician VI	33.41
30090 - Environmental Technician	19.92
30210 - Laboratory Technician	19.86
30240 - Mathematical Technician	22.07
30361 - Paralegal/Legal Assistant I	16.11
30362 - Paralegal/Legal Assistant II	20.43
30363 - Paralegal/Legal Assistant III	23.68
30364 - Paralegal/Legal Assistant IV	28.65
30390 - Photo-Optics Technician	22.07
30461 - Technical Writer I	21.20
30462 - Technical Writer II	25.94
30463 - Technical Writer III	31.38
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 Surface Programs	(see 2) 19.87
30621 - Weather Observer, Senior	(see 2) 22.07
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.67
31030 - Bus Driver	16.48
31043 - Driver Courier	14.19
31260 - Parking and Lot Attendant	10.96
31290 - Shuttle Bus Driver	15.13
31310 - Taxi Driver	12.68
31361 - Truckdriver, Light	15.13
31362 - Truckdriver, Medium	16.48
31363 - Truckdriver, Heavy	20.02
31364 - Truckdriver, Tractor-Trailer	20.02
99000 - Miscellaneous Occupations	
99030 - Cashier	9.51
99050 - Desk Clerk	9.85
99095 - Embalmer	29.30
99251 - Laboratory Animal Caretaker I	11.41
99252 - Laboratory Animal Caretaker II	12.14
99310 - Mortician	30.33
99410 - Pest Controller	20.54
99510 - Photofinishing Worker	13.09
99710 - Recycling Laborer	14.64
99711 - Recycling Specialist	18.63
99730 - Refuse Collector	16.21
99810 - Sales Clerk	12.91
99820 - School Crossing Guard	11.89
99830 - Survey Party Chief	24.43
99831 - Surveying Aide	18.06
99832 - Surveying Technician	18.91
99840 - Vending Machine Attendant	15.23
99841 - Vending Machine Repairer	17.80
99842 - Vending Machine Repairer Helper	15.83

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 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 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.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

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.