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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of	Wage Determination No.: 2005-2069
Director	Wage Determinations	Revision No.: 17
		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.

State: California

Area: California Counties of Napa, Solano, Sonoma

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.92
01012 - Accounting Clerk II		20.12
01013 - Accounting Clerk III		22.50
01020 - Administrative Assistant		30.87
01040 - Court Reporter		26.73
01051 - Data Entry Operator I		15.38
01052 - Data Entry Operator II		16.78
01060 - Dispatcher, Motor Vehicle		29.13
01070 - Document Preparation Clerk		15.82
01090 - Duplicating Machine Operator		15.82
01111 - General Clerk I		15.87
01112 - General Clerk II		17.31
01113 - General Clerk III		19.37
01120 - Housing Referral Assistant		28.83
01141 - Messenger Courier		12.83
01191 - Order Clerk I		16.98
01192 - Order Clerk II		18.58
01261 - Personnel Assistant (Employment) I		19.80
01262 - Personnel Assistant (Employment) II		22.18
01263 - Personnel Assistant (Employment) III		24.69
01270 - Production Control Clerk		28.05
01280 - Receptionist		17.21
01290 - Rental Clerk		16.25
01300 - Scheduler, Maintenance		23.12
01311 - Secretary I		23.12
01312 - Secretary II		25.86
01313 - Secretary III		28.83
01320 - Service Order Dispatcher		22.62
01410 - Supply Technician		30.87
01420 - Survey Worker		22.72

01531 - Travel Clerk I	13.54
01532 - Travel Clerk II	14.74
01533 - Travel Clerk III	15.97
01611 - Word Processor I	20.77
01612 - Word Processor II	23.32
01613 - Word Processor III	26.09
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.77
05010 - Automotive Electrician	23.26
05040 - Automotive Glass Installer	20.29
05070 - Automotive Worker	23.26
05110 - Mobile Equipment Servicer	20.22
05130 - Motor Equipment Metal Mechanic	24.26
05160 - Motor Equipment Metal Worker	22.22
05190 - Motor Vehicle Mechanic	24.26
05220 - Motor Vehicle Mechanic Helper	19.14
05250 - Motor Vehicle Upholstery Worker	21.22
05280 - Motor Vehicle Wrecker	22.22
05310 - Painter, Automotive	22.98
05340 - Radiator Repair Specialist	21.94
05370 - Tire Repairer	16.28
05400 - Transmission Repair Specialist	24.26
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.01
07041 - Cook I	16.43
07042 - Cook II	18.65
07070 - Dishwasher	10.27
07130 - Food Service Worker	10.72
07210 - Meat Cutter	17.25
07260 - Waiter/Waitress	9.76
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.81
09040 - Furniture Handler	14.29
09080 - Furniture Refinisher	19.81
09090 - Furniture Refinisher Helper	16.31
09110 - Furniture Repairer, Minor	18.07
09130 - Upholsterer	23.97
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.92
11060 - Elevator Operator	13.82
11090 - Gardener	19.46
11122 - Housekeeping Aide	14.10
11150 - Janitor	14.10
11210 - Laborer, Grounds Maintenance	17.71
11240 - Maid or Houseman	12.54
11260 - Pruner	16.62
11270 - Tractor Operator	19.48
11330 - Trail Maintenance Worker	17.71
11360 - Window Cleaner	15.68
12000 - Health Occupations	
12010 - Ambulance Driver	23.33
12011 - Breath Alcohol Technician	23.33
12012 - Certified Occupational Therapist Assistant	31.20
12015 - Certified Physical Therapist Assistant	23.44
12020 - Dental Assistant	21.98
12025 - Dental Hygienist	49.41
12030 - EKG Technician	36.73
12035 - Electroneurodiagnostic Technologist	36.73
12040 - Emergency Medical Technician	23.33
12071 - Licensed Practical Nurse I	21.46
12072 - Licensed Practical Nurse II	24.09
12073 - Licensed Practical Nurse III	26.94

12100	- Medical Assistant	20.98
12130	- Medical Laboratory Technician	23.05
12160	- Medical Record Clerk	21.00
12190	- Medical Record Technician	23.48
12195	- Medical Transcriptionist	20.55
12210	- Nuclear Medicine Technologist	42.03
12221	- Nursing Assistant I	13.66
12222	- Nursing Assistant II	15.35
12223	- Nursing Assistant III	16.75
12224	- Nursing Assistant IV	18.81
12235	- Optical Dispenser	16.98
12236	- Optical Technician	16.19
12250	- Pharmacy Technician	20.11
12280	- Phlebotomist	18.81
12305	- Radiologic Technologist	29.71
12311	- Registered Nurse I	35.72
12312	- Registered Nurse II	43.70
12313	- Registered Nurse II, Specialist	43.70
12314	- Registered Nurse III	52.94
12315	- Registered Nurse III, Anesthetist	52.94
12316	- Registered Nurse IV	63.36
12317	- Scheduler (Drug and Alcohol Testing)	34.02
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	21.90
13012	- Exhibits Specialist II	31.06
13013	- Exhibits Specialist III	38.01
13041	- Illustrator I	25.08
13042	- Illustrator II	31.06
13043	- Illustrator III	38.01
13047	- Librarian	34.41
13050	- Library Aide/Clerk	20.80
13054	- Library Information Technology Systems Administrator	31.06
13058	- Library Technician	26.04
13061	- Media Specialist I	22.42
13062	- Media Specialist II	25.08
13063	- Media Specialist III	27.96
13071	- Photographer I	16.05
13072	- Photographer II	17.92
13073	- Photographer III	22.41
13074	- Photographer IV	27.18
13075	- Photographer V	32.89
13110	- Video Teleconference Technician	20.39
14000	- Information Technology Occupations	
14041	- Computer Operator I	19.80
14042	- Computer Operator II	22.18
14043	- Computer Operator III	24.69
14044	- Computer Operator IV	27.43
14045	- Computer Operator V	30.39
14071	- Computer Programmer I	(see 1) 27.62
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	19.80
14160	- Personal Computer Support Technician	27.43
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	36.80
15020	- Aircrew Training Devices Instructor (Rated)	44.51
15030	- Air Crew Training Devices Instructor (Pilot)	53.36

15050 - Computer Based Training Specialist / Instructor	36.97
15060 - Educational Technologist	31.96
15070 - Flight Instructor (Pilot)	53.36
15080 - Graphic Artist	25.32
15090 - Technical Instructor	23.14
15095 - Technical Instructor/Course Developer	28.25
15110 - Test Proctor	19.00
15120 - Tutor	19.00
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.16
16030 - Counter Attendant	10.16
16040 - Dry Cleaner	13.25
16070 - Finisher, Flatwork, Machine	10.16
16090 - Presser, Hand	10.16
16110 - Presser, Machine, Drycleaning	10.16
16130 - Presser, Machine, Shirts	10.16
16160 - Presser, Machine, Wearing Apparel, Laundry	10.16
16190 - Sewing Machine Operator	14.28
16220 - Tailor	15.29
16250 - Washer, Machine	11.22
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	24.09
19040 - Tool And Die Maker	28.58
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.78
21030 - Material Coordinator	28.05
21040 - Material Expediter	28.05
21050 - Material Handling Laborer	16.58
21071 - Order Filler	15.60
21080 - Production Line Worker (Food Processing)	17.78
21110 - Shipping Packer	17.59
21130 - Shipping/Receiving Clerk	17.59
21140 - Store Worker I	14.54
21150 - Stock Clerk	20.01
21210 - Tools And Parts Attendant	17.78
21410 - Warehouse Specialist	17.78
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	28.18
23021 - Aircraft Mechanic I	26.81
23022 - Aircraft Mechanic II	28.18
23023 - Aircraft Mechanic III	29.37
23040 - Aircraft Mechanic Helper	19.58
23050 - Aircraft, Painter	25.05
23060 - Aircraft Servicer	22.68
23080 - Aircraft Worker	23.85
23110 - Appliance Mechanic	26.11
23120 - Bicycle Repairer	15.12
23125 - Cable Splicer	26.04
23130 - Carpenter, Maintenance	26.17
23140 - Carpet Layer	23.21
23160 - Electrician, Maintenance	34.84
23181 - Electronics Technician Maintenance I	29.50
23182 - Electronics Technician Maintenance II	31.17
23183 - Electronics Technician Maintenance III	32.86
23260 - Fabric Worker	22.02
23290 - Fire Alarm System Mechanic	23.38
23310 - Fire Extinguisher Repairer	20.60
23311 - Fuel Distribution System Mechanic	26.30
23312 - Fuel Distribution System Operator	20.80
23370 - General Maintenance Worker	22.50
23380 - Ground Support Equipment Mechanic	26.81
23381 - Ground Support Equipment Servicer	22.68

23382 - Ground Support Equipment Worker	23.85
23391 - Gunsmith I	20.60
23392 - Gunsmith II	23.38
23393 - Gunsmith III	26.04
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.66
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.92
23430 - Heavy Equipment Mechanic	27.02
23440 - Heavy Equipment Operator	29.36
23460 - Instrument Mechanic	30.39
23465 - Laboratory/Shelter Mechanic	24.70
23470 - Laborer	14.76
23510 - Locksmith	19.81
23530 - Machinery Maintenance Mechanic	27.02
23550 - Machinist, Maintenance	27.28
23580 - Maintenance Trades Helper	16.53
23591 - Metrology Technician I	30.39
23592 - Metrology Technician II	31.95
23593 - Metrology Technician III	33.30
23640 - Millwright	26.04
23710 - Office Appliance Repairer	21.66
23760 - Painter, Maintenance	22.21
23790 - Pipefitter, Maintenance	28.02
23810 - Plumber, Maintenance	26.13
23820 - Pneudraulic Systems Mechanic	26.04
23850 - Rigger	26.04
23870 - Scale Mechanic	23.38
23890 - Sheet-Metal Worker, Maintenance	27.26
23910 - Small Engine Mechanic	20.91
23931 - Telecommunications Mechanic I	26.96
23932 - Telecommunications Mechanic II	28.34
23950 - Telephone Lineman	27.10
23960 - Welder, Combination, Maintenance	22.75
23965 - Well Driller	24.54
23970 - Woodcraft Worker	26.04
23980 - Woodworker	20.53
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.74
24580 - Child Care Center Clerk	17.13
24610 - Chore Aide	11.94
24620 - Family Readiness And Support Services Coordinator	16.85
24630 - Homemaker	19.03
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	38.18
25040 - Sewage Plant Operator	30.72
25070 - Stationary Engineer	38.18
25190 - Ventilation Equipment Tender	27.90
25210 - Water Treatment Plant Operator	30.72
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.80
27007 - Baggage Inspector	14.34
27008 - Corrections Officer	38.39
27010 - Court Security Officer	39.43
27030 - Detection Dog Handler	17.15
27040 - Detention Officer	38.39
27070 - Firefighter	36.20
27101 - Guard I	14.34
27102 - Guard II	17.15
27131 - Police Officer I	42.92
27132 - Police Officer II	47.21

28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.09
28042 - Carnival Equipment Repairer	13.81
28043 - Carnival Equipment Worker	10.58
28210 - Gate Attendant/Gate Tender	18.04
28310 - Lifeguard	12.74
28350 - Park Attendant (Aide)	20.19
28510 - Recreation Aide/Health Facility Attendant	14.14
28515 - Recreation Specialist	20.43
28630 - Sports Official	16.07
28690 - Swimming Pool Operator	17.59
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	27.05
29020 - Hatch Tender	27.05
29030 - Line Handler	27.05
29041 - Stevedore I	26.37
29042 - Stevedore II	28.77
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	42.35
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	29.20
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	32.16
30021 - Archeological Technician I	22.27
30022 - Archeological Technician II	27.80
30023 - Archeological Technician III	34.44
30030 - Cartographic Technician	34.44
30040 - Civil Engineering Technician	26.28
30061 - Drafter/CAD Operator I	24.86
30062 - Drafter/CAD Operator II	27.80
30063 - Drafter/CAD Operator III	30.99
30064 - Drafter/CAD Operator IV	38.15
30081 - Engineering Technician I	18.90
30082 - Engineering Technician II	21.22
30083 - Engineering Technician III	23.73
30084 - Engineering Technician IV	29.40
30085 - Engineering Technician V	35.98
30086 - Engineering Technician VI	43.51
30090 - Environmental Technician	30.39
30210 - Laboratory Technician	21.15
30240 - Mathematical Technician	35.89
30361 - Paralegal/Legal Assistant I	24.61
30362 - Paralegal/Legal Assistant II	30.73
30363 - Paralegal/Legal Assistant III	37.61
30364 - Paralegal/Legal Assistant IV	45.49
30390 - Photo-Optics Technician	35.89
30461 - Technical Writer I	27.62
30462 - Technical Writer II	33.78
30463 - Technical Writer III	38.75
30491 - Unexploded Ordnance (UXO) Technician I	26.92
30492 - Unexploded Ordnance (UXO) Technician II	32.56
30493 - Unexploded Ordnance (UXO) Technician III	39.03
30494 - Unexploded (UXO) Safety Escort	26.92
30495 - Unexploded (UXO) Sweep Personnel	26.92
30620 - Weather Observer, Combined Upper Air Or (see 2)	30.99
Surface Programs	
30621 - Weather Observer, Senior (see 2)	34.44
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.55
31030 - Bus Driver	18.83
31043 - Driver Courier	17.77
31260 - Parking and Lot Attendant	11.67
31290 - Shuttle Bus Driver	19.22
31310 - Taxi Driver	14.22

31361 - Truckdriver, Light	19.22
31362 - Truckdriver, Medium	20.55
31363 - Truckdriver, Heavy	21.46
31364 - Truckdriver, Tractor-Trailer	21.46
99000 - Miscellaneous Occupations	
99030 - Cashier	13.32
99050 - Desk Clerk	12.16
99095 - Embalmer	25.67
99251 - Laboratory Animal Caretaker I	12.49
99252 - Laboratory Animal Caretaker II	13.52
99310 - Mortician	29.41
99410 - Pest Controller	19.24
99510 - Photofinishing Worker	14.96
99710 - Recycling Laborer	22.18
99711 - Recycling Specialist	24.46
99730 - Refuse Collector	19.77
99810 - Sales Clerk	15.51
99820 - School Crossing Guard	13.01
99830 - Survey Party Chief	39.30
99831 - Surveying Aide	18.71
99832 - Surveying Technician	25.67
99840 - Vending Machine Attendant	14.24
99841 - Vending Machine Repairer	16.60
99842 - Vending Machine Repairer Helper	14.24

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: 1 week paid vacation after 6 months of service with a contractor or successor; 2 weeks after 1 year, 3 weeks after 5 years, and 4 weeks after 10 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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, 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.

OCCUPATION NOTES:

Laundry, Drycleaning, Pressing and Related Occupations: The rates for the occupations in this category applies to Napa and Solano counties only. See Wage Determination 1981-1168 for the wage rates and fringe benefits for Sonoma county.

** 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.