

WD 05-2287 (Rev.-11) was first posted on www.wdol.gov on 06/17/2011

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.: 2005-2287
Revision No.: 11
Date Of Revision: 06/13/2011

States: Minnesota, Wisconsin

Area: Minnesota Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti,
Ramsey, Scott, Washington, Wright
Wisconsin Counties of Pierce, Polk, St Croix

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.12
01012 - Accounting Clerk II		16.97
01013 - Accounting Clerk III		18.99
01020 - Administrative Assistant		22.97
01040 - Court Reporter		19.17
01051 - Data Entry Operator I		13.68
01052 - Data Entry Operator II		14.93
01060 - Dispatcher, Motor Vehicle		21.93
01070 - Document Preparation Clerk		15.07
01090 - Duplicating Machine Operator		15.07
01111 - General Clerk I		14.03
01112 - General Clerk II		15.31
01113 - General Clerk III		18.25
01120 - Housing Referral Assistant		22.38
01141 - Messenger Courier		13.62
01191 - Order Clerk I		16.23
01192 - Order Clerk II		17.72
01261 - Personnel Assistant (Employment) I		17.75
01262 - Personnel Assistant (Employment) II		19.86
01263 - Personnel Assistant (Employment) III		22.13
01270 - Production Control Clerk		22.34
01280 - Receptionist		15.24
01290 - Rental Clerk		16.80
01300 - Scheduler, Maintenance		17.95
01311 - Secretary I		17.95
01312 - Secretary II		20.09
01313 - Secretary III		22.38
01320 - Service Order Dispatcher		20.00
01410 - Supply Technician		22.97
01420 - Survey Worker		19.17
01531 - Travel Clerk I		14.01
01532 - Travel Clerk II		15.12
01533 - Travel Clerk III		16.22
01611 - Word Processor I		15.01
01612 - Word Processor II		16.85
01613 - Word Processor III		18.85
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		23.66
05010 - Automotive Electrician		20.79

05040 - Automotive Glass Installer	19.11
05070 - Automotive Worker	19.93
05110 - Mobile Equipment Servicer	17.51
05130 - Motor Equipment Metal Mechanic	21.60
05160 - Motor Equipment Metal Worker	19.93
05190 - Motor Vehicle Mechanic	21.70
05220 - Motor Vehicle Mechanic Helper	16.72
05250 - Motor Vehicle Upholstery Worker	18.51
05280 - Motor Vehicle Wrecker	19.93
05310 - Painter, Automotive	19.94
05340 - Radiator Repair Specialist	19.73
05370 - Tire Repairer	16.12
05400 - Transmission Repair Specialist	21.60
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.80
07041 - Cook I	13.58
07042 - Cook II	14.78
07070 - Dishwasher	10.58
07130 - Food Service Worker	10.92
07210 - Meat Cutter	20.01
07260 - Waiter/Waitress	11.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.90
09040 - Furniture Handler	16.13
09080 - Furniture Refinisher	19.90
09090 - Furniture Refinisher Helper	18.07
09110 - Furniture Repairer, Minor	19.60
09130 - Upholsterer	19.90
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.56
11060 - Elevator Operator	15.31
11090 - Gardener	20.25
11122 - Housekeeping Aide	15.31
11150 - Janitor	15.31
11210 - Laborer, Grounds Maintenance	16.54
11240 - Maid or Houseman	11.37
11260 - Pruner	16.00
11270 - Tractor Operator	18.46
11330 - Trail Maintenance Worker	16.54
11360 - Window Cleaner	16.67
12000 - Health Occupations	
12010 - Ambulance Driver	18.62
12011 - Breath Alcohol Technician	19.34
12012 - Certified Occupational Therapist Assistant	19.52
12015 - Certified Physical Therapist Assistant	21.11
12020 - Dental Assistant	19.97
12025 - Dental Hygienist	33.77
12030 - EKG Technician	27.56
12035 - Electroneurodiagnostic Technologist	27.56
12040 - Emergency Medical Technician	18.62
12071 - Licensed Practical Nurse I	17.28
12072 - Licensed Practical Nurse II	19.34
12073 - Licensed Practical Nurse III	21.55
12100 - Medical Assistant	16.35
12130 - Medical Laboratory Technician	19.22
12160 - Medical Record Clerk	16.01
12190 - Medical Record Technician	17.91
12195 - Medical Transcriptionist	17.67
12210 - Nuclear Medicine Technologist	34.10
12221 - Nursing Assistant I	11.37
12222 - Nursing Assistant II	12.78

12223 - Nursing Assistant III	13.95
12224 - Nursing Assistant IV	15.79
12235 - Optical Dispenser	18.70
12236 - Optical Technician	16.04
12250 - Pharmacy Technician	15.53
12280 - Phlebotomist	15.79
12305 - Radiologic Technologist	27.30
12311 - Registered Nurse I	29.71
12312 - Registered Nurse II	36.35
12313 - Registered Nurse II, Specialist	36.35
12314 - Registered Nurse III	43.98
12315 - Registered Nurse III, Anesthetist	43.98
12316 - Registered Nurse IV	52.71
12317 - Scheduler (Drug and Alcohol Testing)	23.34
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.47
13012 - Exhibits Specialist II	26.14
13013 - Exhibits Specialist III	30.90
13041 - Illustrator I	21.81
13042 - Illustrator II	27.01
13043 - Illustrator III	33.05
13047 - Librarian	33.12
13050 - Library Aide/Clerk	13.54
13054 - Library Information Technology Systems Administrator	25.74
13058 - Library Technician	18.54
13061 - Media Specialist I	18.14
13062 - Media Specialist II	19.95
13063 - Media Specialist III	22.00
13071 - Photographer I	18.66
13072 - Photographer II	20.87
13073 - Photographer III	25.85
13074 - Photographer IV	31.63
13075 - Photographer V	36.15
13110 - Video Teleconference Technician	19.84
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.63
14042 - Computer Operator II	20.85
14043 - Computer Operator III	23.23
14044 - Computer Operator IV	25.81
14045 - Computer Operator V	28.59
14071 - Computer Programmer I	(see 1) 26.47
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	18.63
14160 - Personal Computer Support Technician	25.81
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.82
15020 - Aircrew Training Devices Instructor (Rated)	39.04
15030 - Air Crew Training Devices Instructor (Pilot)	42.83
15050 - Computer Based Training Specialist / Instructor	34.82
15060 - Educational Technologist	28.68
15070 - Flight Instructor (Pilot)	42.83
15080 - Graphic Artist	24.15
15090 - Technical Instructor	23.67
15095 - Technical Instructor/Course Developer	28.96
15110 - Test Proctor	19.57

15120 - Tutor	19.57
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.42
16030 - Counter Attendant	11.42
16040 - Dry Cleaner	14.39
16070 - Finisher, Flatwork, Machine	11.42
16090 - Presser, Hand	11.42
16110 - Presser, Machine, Drycleaning	11.42
16130 - Presser, Machine, Shirts	11.42
16160 - Presser, Machine, Wearing Apparel, Laundry	11.42
16190 - Sewing Machine Operator	15.22
16220 - Tailor	16.09
16250 - Washer, Machine	12.66
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	23.64
19040 - Tool And Die Maker	29.32
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.74
21030 - Material Coordinator	22.34
21040 - Material Expediter	22.34
21050 - Material Handling Laborer	16.04
21071 - Order Filler	15.92
21080 - Production Line Worker (Food Processing)	17.74
21110 - Shipping Packer	18.04
21130 - Shipping/Receiving Clerk	18.04
21140 - Store Worker I	14.40
21150 - Stock Clerk	18.61
21210 - Tools And Parts Attendant	17.74
21410 - Warehouse Specialist	18.67
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.14
23021 - Aircraft Mechanic I	27.99
23022 - Aircraft Mechanic II	29.14
23023 - Aircraft Mechanic III	30.35
23040 - Aircraft Mechanic Helper	21.64
23050 - Aircraft, Painter	26.79
23060 - Aircraft Servicer	24.57
23080 - Aircraft Worker	25.65
23110 - Appliance Mechanic	23.16
23120 - Bicycle Repairer	17.12
23125 - Cable Splicer	31.75
23130 - Carpenter, Maintenance	24.26
23140 - Carpet Layer	26.15
23160 - Electrician, Maintenance	29.96
23181 - Electronics Technician Maintenance I	23.74
23182 - Electronics Technician Maintenance II	26.06
23183 - Electronics Technician Maintenance III	29.52
23260 - Fabric Worker	22.65
23290 - Fire Alarm System Mechanic	24.43
23310 - Fire Extinguisher Repairer	21.27
23311 - Fuel Distribution System Mechanic	24.62
23312 - Fuel Distribution System Operator	21.94
23370 - General Maintenance Worker	21.45
23380 - Ground Support Equipment Mechanic	27.99
23381 - Ground Support Equipment Servicer	25.65
23382 - Ground Support Equipment Worker	21.27
23391 - Gunsmith I	23.64
23392 - Gunsmith II	25.92
23393 - Gunsmith III	26.09
23410 - Heating, Ventilation And Air-Conditioning Mechanic	27.16

23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	27.16
23430 - Heavy Equipment Mechanic	24.56
23440 - Heavy Equipment Operator	28.74
23460 - Instrument Mechanic	23.53
23465 - Laboratory/Shelter Mechanic	24.85
23470 - Laborer	13.69
23510 - Locksmith	22.19
23530 - Machinery Maintenance Mechanic	24.68
23550 - Machinist, Maintenance	21.98
23580 - Maintenance Trades Helper	16.19
23591 - Metrology Technician I	23.53
23592 - Metrology Technician II	24.50
23593 - Metrology Technician III	25.51
23640 - Millwright	26.97
23710 - Office Appliance Repairer	21.42
23760 - Painter, Maintenance	21.49
23790 - Pipefitter, Maintenance	32.15
23810 - Plumber, Maintenance	27.99
23820 - Pneudraulic Systems Mechanic	25.92
23850 - Rigger	25.38
23870 - Scale Mechanic	23.64
23890 - Sheet-Metal Worker, Maintenance	29.90
23910 - Small Engine Mechanic	23.36
23931 - Telecommunications Mechanic I	26.00
23932 - Telecommunications Mechanic II	27.07
23950 - Telephone Lineman	24.43
23960 - Welder, Combination, Maintenance	22.63
23965 - Well Driller	23.07
23970 - Woodcraft Worker	25.92
23980 - Woodworker	21.01
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.15
24580 - Child Care Center Clerk	18.03
24610 - Chore Aide	11.26
24620 - Family Readiness And Support Services Coordinator	14.71
24630 - Homemaker	20.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.13
25040 - Sewage Plant Operator	22.17
25070 - Stationary Engineer	27.13
25190 - Ventilation Equipment Tender	20.79
25210 - Water Treatment Plant Operator	22.17
27000 - Protective Service Occupations	
27004 - Alarm Monitor	22.00
27007 - Baggage Inspector	14.94
27008 - Corrections Officer	20.73
27010 - Court Security Officer	21.99
27030 - Detection Dog Handler	18.37
27040 - Detention Officer	20.73
27070 - Firefighter	20.84
27101 - Guard I	14.94
27102 - Guard II	18.37
27131 - Police Officer I	27.66
27132 - Police Officer II	30.73
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.15
28042 - Carnival Equipment Repairer	12.21
28043 - Carnival Equipment Worker	9.93
28210 - Gate Attendant/Gate Tender	13.43

28310 - Lifeguard	11.28
28350 - Park Attendant (Aide)	15.03
28510 - Recreation Aide/Health Facility Attendant	10.59
28515 - Recreation Specialist	16.18
28630 - Sports Official	11.97
28690 - Swimming Pool Operator	19.47
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.63
29020 - Hatch Tender	25.63
29030 - Line Handler	25.63
29041 - Stevedore I	24.75
29042 - Stevedore II	26.78
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	37.91
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.13
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.78
30021 - Archeological Technician I	20.60
30022 - Archeological Technician II	23.05
30023 - Archeological Technician III	28.54
30030 - Cartographic Technician	29.12
30040 - Civil Engineering Technician	25.55
30061 - Drafter/CAD Operator I	20.60
30062 - Drafter/CAD Operator II	23.05
30063 - Drafter/CAD Operator III	25.69
30064 - Drafter/CAD Operator IV	31.62
30081 - Engineering Technician I	18.51
30082 - Engineering Technician II	21.39
30083 - Engineering Technician III	23.93
30084 - Engineering Technician IV	29.64
30085 - Engineering Technician V	31.93
30086 - Engineering Technician VI	39.73
30090 - Environmental Technician	22.39
30210 - Laboratory Technician	20.75
30240 - Mathematical Technician	23.33
30361 - Paralegal/Legal Assistant I	20.05
30362 - Paralegal/Legal Assistant II	24.83
30363 - Paralegal/Legal Assistant III	30.38
30364 - Paralegal/Legal Assistant IV	36.76
30390 - Photo-Optics Technician	29.64
30461 - Technical Writer I	25.29
30462 - Technical Writer II	30.95
30463 - Technical Writer III	37.39
30491 - Unexploded Ordnance (UXO) Technician I	24.09
30492 - Unexploded Ordnance (UXO) Technician II	29.15
30493 - Unexploded Ordnance (UXO) Technician III	34.93
30494 - Unexploded (UXO) Safety Escort	24.09
30495 - Unexploded (UXO) Sweep Personnel	24.09
30620 - Weather Observer, Combined Upper Air Or (see 2)	25.69
Surface Programs	
30621 - Weather Observer, Senior (see 2)	28.54
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.23
31030 - Bus Driver	17.55
31043 - Driver Courier	16.94
31260 - Parking and Lot Attendant	10.53
31290 - Shuttle Bus Driver	18.14
31310 - Taxi Driver	12.19
31361 - Truckdriver, Light	18.14
31362 - Truckdriver, Medium	22.10
31363 - Truckdriver, Heavy	22.46
31364 - Truckdriver, Tractor-Trailer	22.43

99000 - Miscellaneous Occupations	
99030 - Cashier	10.11
99050 - Desk Clerk	10.62
99095 - Embalmer	30.75
99251 - Laboratory Animal Caretaker I	11.41
99252 - Laboratory Animal Caretaker II	12.22
99310 - Mortician	35.34
99410 - Pest Controller	19.77
99510 - Photofinishing Worker	17.97
99710 - Recycling Laborer	20.39
99711 - Recycling Specialist	23.70
99730 - Refuse Collector	18.73
99810 - Sales Clerk	12.21
99820 - School Crossing Guard	12.01
99830 - Survey Party Chief	29.97
99831 - Surveying Aide	19.91
99832 - Surveying Technician	22.89
99840 - Vending Machine Attendant	16.99
99841 - Vending Machine Repairer	19.47
99842 - Vending Machine Repairer Helper	16.99

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.

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.