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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.: 2005-2241
Director	Wage Determinations		Revision No.: 18
			Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

State: Maine  
Area: Maine Statewide

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.90
01012 - Accounting Clerk II		14.49
01013 - Accounting Clerk III		16.20
01020 - Administrative Assistant		19.33
01040 - Court Reporter		18.63
01051 - Data Entry Operator I		12.24
01052 - Data Entry Operator II		13.64
01060 - Dispatcher, Motor Vehicle		16.55
01070 - Document Preparation Clerk		13.51
01090 - Duplicating Machine Operator		13.24
01111 - General Clerk I		12.23
01112 - General Clerk II		13.35
01113 - General Clerk III		14.98
01120 - Housing Referral Assistant		17.87
01141 - Messenger Courier		12.47
01191 - Order Clerk I		11.69
01192 - Order Clerk II		14.38
01261 - Personnel Assistant (Employment) I		13.75
01262 - Personnel Assistant (Employment) II		15.38
01263 - Personnel Assistant (Employment) III		17.15
01270 - Production Control Clerk		19.89
01280 - Receptionist		11.61
01290 - Rental Clerk		11.05
01300 - Scheduler, Maintenance		14.32
01311 - Secretary I		14.32
01312 - Secretary II		16.02
01313 - Secretary III		17.87
01320 - Service Order Dispatcher		12.25
01410 - Supply Technician		19.85
01420 - Survey Worker		12.37
01531 - Travel Clerk I		12.99
01532 - Travel Clerk II		14.07
01533 - Travel Clerk III		15.16
01611 - Word Processor I		13.00
01612 - Word Processor II		14.73

01613 - Word Processor III	16.34
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	16.40
05010 - Automotive Electrician	16.16
05040 - Automotive Glass Installer	15.07
05070 - Automotive Worker	15.07
05110 - Mobile Equipment Servicer	13.79
05130 - Motor Equipment Metal Mechanic	16.22
05160 - Motor Equipment Metal Worker	15.08
05190 - Motor Vehicle Mechanic	16.22
05220 - Motor Vehicle Mechanic Helper	13.74
05250 - Motor Vehicle Upholstery Worker	14.44
05280 - Motor Vehicle Wrecker	15.07
05310 - Painter, Automotive	16.16
05340 - Radiator Repair Specialist	15.07
05370 - Tire Repairer	11.67
05400 - Transmission Repair Specialist	16.22
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.43
07041 - Cook I	12.01
07042 - Cook II	13.30
07070 - Dishwasher	8.72
07130 - Food Service Worker	10.11
07210 - Meat Cutter	15.18
07260 - Waiter/Waitress	10.00
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.33
09040 - Furniture Handler	12.99
09080 - Furniture Refinisher	16.03
09090 - Furniture Refinisher Helper	13.66
09110 - Furniture Repairer, Minor	14.95
09130 - Upholsterer	17.57
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.97
11060 - Elevator Operator	10.97
11090 - Gardener	14.40
11122 - Housekeeping Aide	12.17
11150 - Janitor	12.17
11210 - Laborer, Grounds Maintenance	12.41
11240 - Maid or Houseman	10.01
11260 - Pruner	14.10
11270 - Tractor Operator	13.90
11330 - Trail Maintenance Worker	12.41
11360 - Window Cleaner	12.99
12000 - Health Occupations	
12010 - Ambulance Driver	13.64
12011 - Breath Alcohol Technician	16.92
12012 - Certified Occupational Therapist Assistant	22.15
12015 - Certified Physical Therapist Assistant	20.14
12020 - Dental Assistant	16.26
12025 - Dental Hygienist	29.04
12030 - EKG Technician	25.37
12035 - Electroneurodiagnostic Technologist	25.37
12040 - Emergency Medical Technician	13.64
12071 - Licensed Practical Nurse I	15.31
12072 - Licensed Practical Nurse II	17.12
12073 - Licensed Practical Nurse III	19.10
12100 - Medical Assistant	13.94
12130 - Medical Laboratory Technician	17.56
12160 - Medical Record Clerk	13.54
12190 - Medical Record Technician	15.14
12195 - Medical Transcriptionist	15.17
12210 - Nuclear Medicine Technologist	32.44
12221 - Nursing Assistant I	10.03
12222 - Nursing Assistant II	11.28
12223 - Nursing Assistant III	12.31

12224 - Nursing Assistant IV	13.81
12235 - Optical Dispenser	15.53
12236 - Optical Technician	13.16
12250 - Pharmacy Technician	12.99
12280 - Phlebotomist	13.81
12305 - Radiologic Technologist	26.94
12311 - Registered Nurse I	23.39
12312 - Registered Nurse II	28.61
12313 - Registered Nurse II, Specialist	28.61
12314 - Registered Nurse III	34.61
12315 - Registered Nurse III, Anesthetist	34.61
12316 - Registered Nurse IV	41.48
12317 - Scheduler (Drug and Alcohol Testing)	20.25
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.25
13012 - Exhibits Specialist II	20.11
13013 - Exhibits Specialist III	24.96
13041 - Illustrator I	16.25
13042 - Illustrator II	20.11
13043 - Illustrator III	24.62
13047 - Librarian	20.94
13050 - Library Aide/Clerk	10.82
13054 - Library Information Technology Systems Administrator	18.92
13058 - Library Technician	13.80
13061 - Media Specialist I	13.64
13062 - Media Specialist II	15.26
13063 - Media Specialist III	17.02
13071 - Photographer I	14.36
13072 - Photographer II	19.74
13073 - Photographer III	24.42
13074 - Photographer IV	29.89
13075 - Photographer V	36.16
13110 - Video Teleconference Technician	17.37
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.31
14042 - Computer Operator II	17.13
14043 - Computer Operator III	19.11
14044 - Computer Operator IV	21.64
14045 - Computer Operator V	23.50
14071 - Computer Programmer I	(see 1) 18.41
14072 - Computer Programmer II	(see 1) 22.82
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	15.31
14160 - Personal Computer Support Technician	25.11
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	25.51
15020 - Aircrew Training Devices Instructor (Rated)	33.68
15030 - Air Crew Training Devices Instructor (Pilot)	37.03
15050 - Computer Based Training Specialist / Instructor	26.00
15060 - Educational Technologist	23.27
15070 - Flight Instructor (Pilot)	37.03
15080 - Graphic Artist	21.34
15090 - Technical Instructor	18.11
15095 - Technical Instructor/Course Developer	22.15
15110 - Test Proctor	14.61
15120 - Tutor	14.61
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.12
16030 - Counter Attendant	10.12
16040 - Dry Cleaner	12.26
16070 - Finisher, Flatwork, Machine	10.12

16090 - Presser, Hand	10.12
16110 - Presser, Machine, Drycleaning	10.12
16130 - Presser, Machine, Shirts	10.12
16160 - Presser, Machine, Wearing Apparel, Laundry	10.12
16190 - Sewing Machine Operator	12.92
16220 - Tailor	13.62
16250 - Washer, Machine	10.84
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.32
19040 - Tool And Die Maker	23.65
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.40
21030 - Material Coordinator	19.89
21040 - Material Expediter	19.89
21050 - Material Handling Laborer	11.87
21071 - Order Filler	10.55
21080 - Production Line Worker (Food Processing)	14.40
21110 - Shipping Packer	13.50
21130 - Shipping/Receiving Clerk	13.50
21140 - Store Worker I	12.70
21150 - Stock Clerk	15.48
21210 - Tools And Parts Attendant	14.40
21410 - Warehouse Specialist	14.40
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.19
23021 - Aircraft Mechanic I	21.39
23022 - Aircraft Mechanic II	22.19
23023 - Aircraft Mechanic III	23.00
23040 - Aircraft Mechanic Helper	17.30
23050 - Aircraft, Painter	20.55
23060 - Aircraft Servicer	18.89
23080 - Aircraft Worker	19.72
23110 - Appliance Mechanic	17.30
23120 - Bicycle Repairer	12.57
23125 - Cable Splicer	24.06
23130 - Carpenter, Maintenance	16.95
23140 - Carpet Layer	15.84
23160 - Electrician, Maintenance	21.73
23181 - Electronics Technician Maintenance I	19.64
23182 - Electronics Technician Maintenance II	23.73
23183 - Electronics Technician Maintenance III	25.06
23260 - Fabric Worker	17.71
23290 - Fire Alarm System Mechanic	19.70
23310 - Fire Extinguisher Repairer	16.78
23311 - Fuel Distribution System Mechanic	23.73
23312 - Fuel Distribution System Operator	19.85
23370 - General Maintenance Worker	16.44
23380 - Ground Support Equipment Mechanic	21.39
23381 - Ground Support Equipment Servicer	18.89
23382 - Ground Support Equipment Worker	19.72
23391 - Gunsmith I	16.78
23392 - Gunsmith II	18.59
23393 - Gunsmith III	20.28
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.81
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.55
23430 - Heavy Equipment Mechanic	18.74
23440 - Heavy Equipment Operator	16.37
23460 - Instrument Mechanic	22.77
23465 - Laboratory/Shelter Mechanic	19.46
23470 - Laborer	11.87
23510 - Locksmith	17.39
23530 - Machinery Maintenance Mechanic	19.80
23550 - Machinist, Maintenance	20.09
23580 - Maintenance Trades Helper	14.01

23591 - Metrology Technician I	22.77
23592 - Metrology Technician II	23.61
23593 - Metrology Technician III	24.52
23640 - Millwright	21.56
23710 - Office Appliance Repairer	18.91
23760 - Painter, Maintenance	16.49
23790 - Pipefitter, Maintenance	19.84
23810 - Plumber, Maintenance	17.51
23820 - Pneudraulic Systems Mechanic	20.28
23850 - Rigger	20.03
23870 - Scale Mechanic	18.59
23890 - Sheet-Metal Worker, Maintenance	17.60
23910 - Small Engine Mechanic	15.58
23931 - Telecommunications Mechanic I	22.81
23932 - Telecommunications Mechanic II	25.46
23950 - Telephone Lineman	25.17
23960 - Welder, Combination, Maintenance	18.40
23965 - Well Driller	18.82
23970 - Woodcraft Worker	20.28
23980 - Woodworker	14.70
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.46
24580 - Child Care Center Clerk	13.98
24610 - Chore Aide	9.76
24620 - Family Readiness And Support Services Coordinator	12.62
24630 - Homemaker	14.35
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.25
25040 - Sewage Plant Operator	18.09
25070 - Stationary Engineer	20.25
25190 - Ventilation Equipment Tender	15.89
25210 - Water Treatment Plant Operator	18.09
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.12
27007 - Baggage Inspector	11.98
27008 - Corrections Officer	19.46
27010 - Court Security Officer	20.42
27030 - Detection Dog Handler	18.98
27040 - Detention Officer	19.46
27070 - Firefighter	19.24
27101 - Guard I	11.98
27102 - Guard II	18.98
27131 - Police Officer I	20.49
27132 - Police Officer II	22.78
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.98
28042 - Carnival Equipment Repairer	12.53
28043 - Carnival Equipment Worker	9.65
28210 - Gate Attendant/Gate Tender	14.87
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	16.63
28510 - Recreation Aide/Health Facility Attendant	12.14
28515 - Recreation Specialist	17.78
28630 - Sports Official	13.25
28690 - Swimming Pool Operator	18.70
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.00
29020 - Hatch Tender	20.00
29030 - Line Handler	19.80
29041 - Stevedore I	17.60
29042 - Stevedore II	20.97
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	17.67
30022 - Archeological Technician II	18.40
30023 - Archeological Technician III	22.49
30030 - Cartographic Technician	22.49
30040 - Civil Engineering Technician	22.13
30061 - Drafter/CAD Operator I	16.22
30062 - Drafter/CAD Operator II	18.15
30063 - Drafter/CAD Operator III	20.24
30064 - Drafter/CAD Operator IV	24.90
30081 - Engineering Technician I	15.49
30082 - Engineering Technician II	17.38
30083 - Engineering Technician III	19.45
30084 - Engineering Technician IV	24.10
30085 - Engineering Technician V	29.48
30086 - Engineering Technician VI	35.66
30090 - Environmental Technician	17.86
30210 - Laboratory Technician	17.74
30240 - Mathematical Technician	23.34
30361 - Paralegal/Legal Assistant I	20.12
30362 - Paralegal/Legal Assistant II	24.94
30363 - Paralegal/Legal Assistant III	30.50
30364 - Paralegal/Legal Assistant IV	36.90
30390 - Photo-Optics Technician	22.49
30461 - Technical Writer I	22.53
30462 - Technical Writer II	27.56
30463 - Technical Writer III	33.34
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 3) 20.24
30621 - Weather Observer, Senior	(see 3) 22.49
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.21
31030 - Bus Driver	15.33
31043 - Driver Courier	14.03
31260 - Parking and Lot Attendant	10.22
31290 - Shuttle Bus Driver	14.80
31310 - Taxi Driver	10.25
31361 - Truckdriver, Light	14.80
31362 - Truckdriver, Medium	15.62
31363 - Truckdriver, Heavy	16.15
31364 - Truckdriver, Tractor-Trailer	16.15
99000 - Miscellaneous Occupations	
99030 - Cashier	8.92
99050 - Desk Clerk	10.51
99095 - Embalmer	24.30
99251 - Laboratory Animal Caretaker I	12.46
99252 - Laboratory Animal Caretaker II	13.14
99310 - Mortician	24.30
99410 - Pest Controller	16.17
99510 - Photofinishing Worker	14.91
99710 - Recycling Laborer	13.16
99711 - Recycling Specialist	14.85
99730 - Refuse Collector	12.33
99810 - Sales Clerk	12.44
99820 - School Crossing Guard	9.38
99830 - Survey Party Chief	19.27
99831 - Surveying Aide	13.14
99832 - Surveying Technician	17.52
99840 - Vending Machine Attendant	11.32
99841 - Vending Machine Repairer	15.52
99842 - Vending Machine Repairer Helper	11.33

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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 10 years, and 4 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) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) 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.