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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
		Wage Determination No.: 2005-2417
Daniel W. Simms		Revision No.: 20
Director		Date Of Revision: 12/29/2015
Division of		
Wage Determinations		

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: Ohio

Area: Ohio Counties of Coshocton, Crawford, Delaware, Fairfield, Fayette, Franklin, Guernsey, Holmes, Knox, Licking, Madison, Marion, Morrow, Muskingum, Perry, Pickaway, Union

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.14
01012 - Accounting Clerk II		15.87
01013 - Accounting Clerk III		17.87
01020 - Administrative Assistant		22.20
01040 - Court Reporter		17.96
01051 - Data Entry Operator I		12.44
01052 - Data Entry Operator II		13.63
01060 - Dispatcher, Motor Vehicle		17.96
01070 - Document Preparation Clerk		13.01
01090 - Duplicating Machine Operator		13.01
01111 - General Clerk I		13.02
01112 - General Clerk II		14.22
01113 - General Clerk III		16.77
01120 - Housing Referral Assistant		21.46
01141 - Messenger Courier		12.68
01191 - Order Clerk I		13.95
01192 - Order Clerk II		15.22
01261 - Personnel Assistant (Employment) I		16.56
01262 - Personnel Assistant (Employment) II		17.57
01263 - Personnel Assistant (Employment) III		19.60
01270 - Production Control Clerk		19.28
01280 - Receptionist		12.90
01290 - Rental Clerk		15.20
01300 - Scheduler, Maintenance		17.20
01311 - Secretary I		17.20
01312 - Secretary II		19.24

01313 - Secretary III	21.46
01320 - Service Order Dispatcher	14.36
01410 - Supply Technician	23.84
01420 - Survey Worker	16.70
01531 - Travel Clerk I	12.60
01532 - Travel Clerk II	13.44
01533 - Travel Clerk III	14.25
01611 - Word Processor I	13.01
01612 - Word Processor II	15.20
01613 - Word Processor III	17.96
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	21.84
05010 - Automotive Electrician	19.56
05040 - Automotive Glass Installer	18.71
05070 - Automotive Worker	19.26
05110 - Mobile Equipment Servicer	17.02
05130 - Motor Equipment Metal Mechanic	22.25
05160 - Motor Equipment Metal Worker	18.89
05190 - Motor Vehicle Mechanic	20.39
05220 - Motor Vehicle Mechanic Helper	16.18
05250 - Motor Vehicle Upholstery Worker	18.39
05280 - Motor Vehicle Wrecker	19.26
05310 - Painter, Automotive	20.38
05340 - Radiator Repair Specialist	19.26
05370 - Tire Repairer	13.75
05400 - Transmission Repair Specialist	20.39
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.50
07041 - Cook I	12.06
07042 - Cook II	13.35
07070 - Dishwasher	8.90
07130 - Food Service Worker	9.69
07210 - Meat Cutter	15.45
07260 - Waiter/Waitress	8.85
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.32
09040 - Furniture Handler	11.93
09080 - Furniture Refinisher	16.32
09090 - Furniture Refinisher Helper	13.49
09110 - Furniture Repairer, Minor	14.89
09130 - Upholsterer	16.32
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.21
11060 - Elevator Operator	11.21
11090 - Gardener	14.80
11122 - Housekeeping Aide	12.54
11150 - Janitor	12.54
11210 - Laborer, Grounds Maintenance	12.01
11240 - Maid or Houseman	10.19
11260 - Pruner	10.89
11270 - Tractor Operator	13.69
11330 - Trail Maintenance Worker	12.01
11360 - Window Cleaner	13.85
12000 - Health Occupations	
12010 - Ambulance Driver	16.59
12011 - Breath Alcohol Technician	18.95
12012 - Certified Occupational Therapist Assistant	22.68
12015 - Certified Physical Therapist Assistant	23.02
12020 - Dental Assistant	16.94
12025 - Dental Hygienist	33.29
12030 - EKG Technician	22.77
12035 - Electroneurodiagnostic Technologist	22.77

12040 - Emergency Medical Technician	16.59
12071 - Licensed Practical Nurse I	16.94
12072 - Licensed Practical Nurse II	18.95
12073 - Licensed Practical Nurse III	21.13
12100 - Medical Assistant	13.74
12130 - Medical Laboratory Technician	18.19
12160 - Medical Record Clerk	13.29
12190 - Medical Record Technician	14.87
12195 - Medical Transcriptionist	15.11
12210 - Nuclear Medicine Technologist	30.60
12221 - Nursing Assistant I	10.43
12222 - Nursing Assistant II	11.73
12223 - Nursing Assistant III	12.80
12224 - Nursing Assistant IV	14.37
12235 - Optical Dispenser	16.41
12236 - Optical Technician	15.11
12250 - Pharmacy Technician	16.49
12280 - Phlebotomist	14.37
12305 - Radiologic Technologist	25.02
12311 - Registered Nurse I	23.00
12312 - Registered Nurse II	28.14
12313 - Registered Nurse II, Specialist	28.14
12314 - Registered Nurse III	34.04
12315 - Registered Nurse III, Anesthetist	34.04
12316 - Registered Nurse IV	40.80
12317 - Scheduler (Drug and Alcohol Testing)	22.65
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.60
13012 - Exhibits Specialist II	24.33
13013 - Exhibits Specialist III	29.76
13041 - Illustrator I	19.78
13042 - Illustrator II	24.52
13043 - Illustrator III	29.99
13047 - Librarian	29.19
13050 - Library Aide/Clerk	11.59
13054 - Library Information Technology Systems Administrator	24.84
13058 - Library Technician	18.05
13061 - Media Specialist I	17.91
13062 - Media Specialist II	20.02
13063 - Media Specialist III	22.33
13071 - Photographer I	15.60
13072 - Photographer II	18.10
13073 - Photographer III	26.06
13074 - Photographer IV	27.75
13075 - Photographer V	33.59
13110 - Video Teleconference Technician	19.00
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.11
14042 - Computer Operator II	19.14
14043 - Computer Operator III	21.35
14044 - Computer Operator IV	23.71
14045 - Computer Operator V	26.27
14071 - Computer Programmer I	(see 1)
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	17.11
14160 - Personal Computer Support Technician	23.71

15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	31.20
15020 - Aircrew Training Devices Instructor (Rated)	37.74
15030 - Air Crew Training Devices Instructor (Pilot)	45.23
15050 - Computer Based Training Specialist / Instructor	31.20
15060 - Educational Technologist	31.19
15070 - Flight Instructor (Pilot)	45.23
15080 - Graphic Artist	25.33
15090 - Technical Instructor	21.28
15095 - Technical Instructor/Course Developer	26.03
15110 - Test Proctor	17.17
15120 - Tutor	17.17
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.91
16030 - Counter Attendant	8.91
16040 - Dry Cleaner	11.30
16070 - Finisher, Flatwork, Machine	8.91
16090 - Presser, Hand	8.91
16110 - Presser, Machine, Drycleaning	8.91
16130 - Presser, Machine, Shirts	8.91
16160 - Presser, Machine, Wearing Apparel, Laundry	8.91
16190 - Sewing Machine Operator	12.11
16220 - Tailor	12.90
16250 - Washer, Machine	9.70
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.45
19040 - Tool And Die Maker	22.27
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.71
21030 - Material Coordinator	19.28
21040 - Material Expediter	19.28
21050 - Material Handling Laborer	12.19
21071 - Order Filler	14.06
21080 - Production Line Worker (Food Processing)	15.71
21110 - Shipping Packer	14.48
21130 - Shipping/Receiving Clerk	14.48
21140 - Store Worker I	11.84
21150 - Stock Clerk	16.02
21210 - Tools And Parts Attendant	15.71
21410 - Warehouse Specialist	15.71
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.09
23021 - Aircraft Mechanic I	23.13
23022 - Aircraft Mechanic II	24.09
23023 - Aircraft Mechanic III	25.10
23040 - Aircraft Mechanic Helper	18.34
23050 - Aircraft, Painter	20.90
23060 - Aircraft Servicer	20.26
23080 - Aircraft Worker	20.76
23110 - Appliance Mechanic	22.31
23120 - Bicycle Repairer	13.72
23125 - Cable Splicer	25.23
23130 - Carpenter, Maintenance	19.87
23140 - Carpet Layer	19.58
23160 - Electrician, Maintenance	21.76
23181 - Electronics Technician Maintenance I	21.00
23182 - Electronics Technician Maintenance II	22.33
23183 - Electronics Technician Maintenance III	24.66
23260 - Fabric Worker	18.27
23290 - Fire Alarm System Mechanic	17.76
23310 - Fire Extinguisher Repairer	17.04
23311 - Fuel Distribution System Mechanic	22.22

23312 - Fuel Distribution System Operator	17.15
23370 - General Maintenance Worker	18.13
23380 - Ground Support Equipment Mechanic	23.13
23381 - Ground Support Equipment Servicer	20.26
23382 - Ground Support Equipment Worker	20.76
23391 - Gunsmith I	17.04
23392 - Gunsmith II	19.57
23393 - Gunsmith III	21.79
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.29
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.17
23430 - Heavy Equipment Mechanic	22.96
23440 - Heavy Equipment Operator	21.40
23460 - Instrument Mechanic	23.78
23465 - Laboratory/Shelter Mechanic	20.81
23470 - Laborer	11.71
23510 - Locksmith	17.53
23530 - Machinery Maintenance Mechanic	23.30
23550 - Machinist, Maintenance	18.71
23580 - Maintenance Trades Helper	14.94
23591 - Metrology Technician I	23.78
23592 - Metrology Technician II	24.77
23593 - Metrology Technician III	25.80
23640 - Millwright	28.80
23710 - Office Appliance Repairer	19.23
23760 - Painter, Maintenance	19.75
23790 - Pipefitter, Maintenance	25.32
23810 - Plumber, Maintenance	22.18
23820 - Pneudraulic Systems Mechanic	21.79
23850 - Rigger	21.79
23870 - Scale Mechanic	19.57
23890 - Sheet-Metal Worker, Maintenance	22.33
23910 - Small Engine Mechanic	15.61
23931 - Telecommunications Mechanic I	25.16
23932 - Telecommunications Mechanic II	26.21
23950 - Telephone Lineman	20.94
23960 - Welder, Combination, Maintenance	17.01
23965 - Well Driller	21.49
23970 - Woodcraft Worker	21.79
23980 - Woodworker	15.84
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.85
24580 - Child Care Center Clerk	14.77
24610 - Chore Aide	10.34
24620 - Family Readiness And Support Services Coordinator	14.43
24630 - Homemaker	16.18
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.99
25040 - Sewage Plant Operator	18.93
25070 - Stationary Engineer	22.99
25190 - Ventilation Equipment Tender	16.63
25210 - Water Treatment Plant Operator	18.93
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.32
27007 - Baggage Inspector	13.40
27008 - Corrections Officer	20.79
27010 - Court Security Officer	22.95
27030 - Detection Dog Handler	16.94
27040 - Detention Officer	20.79
27070 - Firefighter	22.50

27101 - Guard I	13.40
27102 - Guard II	16.94
27131 - Police Officer I	24.41
27132 - Police Officer II	27.12
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.05
28042 - Carnival Equipment Repairer	11.64
28043 - Carnival Equipment Worker	9.01
28210 - Gate Attendant/Gate Tender	14.00
28310 - Lifeguard	10.82
28350 - Park Attendant (Aide)	15.66
28510 - Recreation Aide/Health Facility Attendant	11.36
28515 - Recreation Specialist	15.71
28630 - Sports Official	12.47
28690 - Swimming Pool Operator	17.08
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.31
29020 - Hatch Tender	20.31
29030 - Line Handler	20.31
29041 - Stevedore I	18.49
29042 - Stevedore II	21.30
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	16.70
30022 - Archeological Technician II	18.68
30023 - Archeological Technician III	23.15
30030 - Cartographic Technician	23.15
30040 - Civil Engineering Technician	22.61
30061 - Drafter/CAD Operator I	16.70
30062 - Drafter/CAD Operator II	18.68
30063 - Drafter/CAD Operator III	20.83
30064 - Drafter/CAD Operator IV	25.62
30081 - Engineering Technician I	15.81
30082 - Engineering Technician II	17.74
30083 - Engineering Technician III	19.84
30084 - Engineering Technician IV	24.59
30085 - Engineering Technician V	30.08
30086 - Engineering Technician VI	36.39
30090 - Environmental Technician	19.81
30210 - Laboratory Technician	20.26
30240 - Mathematical Technician	23.15
30361 - Paralegal/Legal Assistant I	17.34
30362 - Paralegal/Legal Assistant II	21.48
30363 - Paralegal/Legal Assistant III	26.28
30364 - Paralegal/Legal Assistant IV	31.80
30390 - Photo-Optics Technician	23.15
30461 - Technical Writer I	22.74
30462 - Technical Writer II	27.82
30463 - Technical Writer III	33.65
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.83
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.15
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.95
31030 - Bus Driver	19.70

31043 - Driver Courier	17.01
31260 - Parking and Lot Attendant	10.91
31290 - Shuttle Bus Driver	19.36
31310 - Taxi Driver	10.02
31361 - Truckdriver, Light	19.36
31362 - Truckdriver, Medium	19.70
31363 - Truckdriver, Heavy	21.84
31364 - Truckdriver, Tractor-Trailer	21.84
99000 - Miscellaneous Occupations	
99030 - Cashier	9.78
99050 - Desk Clerk	10.30
99095 - Embalmer	24.51
99251 - Laboratory Animal Caretaker I	10.74
99252 - Laboratory Animal Caretaker II	11.61
99310 - Mortician	24.27
99410 - Pest Controller	16.09
99510 - Photofinishing Worker	14.34
99710 - Recycling Laborer	17.75
99711 - Recycling Specialist	21.19
99730 - Refuse Collector	16.03
99810 - Sales Clerk	11.38
99820 - School Crossing Guard	12.88
99830 - Survey Party Chief	21.30
99831 - Surveying Aide	12.65
99832 - Surveying Technician	19.36
99840 - Vending Machine Attendant	12.45
99841 - Vending Machine Repairer	14.42
99842 - Vending Machine Repairer Helper	12.45

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 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.