
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

Daniel W. Simms Division of
Director Wage Determinations

Wage Determination No.: 2005-2375
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: New York

Area: New York Counties of Bronx, Kings, New York, Putnam, Queens, Richmond, Rockland, Westchester
OCCUPATION NOTE:

Janitor: The rate for the Janitor occupation applies to Putnam, Rockland, and Westchester Counties only. See Wage Determination 1977-0225 for wage rates and fringe benefits for Bronx, Kings, New York, Queens, and Richmond Counties.

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		19.61
01013 - Accounting Clerk III		21.89
01020 - Administrative Assistant		30.93
01040 - Court Reporter		21.64
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		25.79
01070 - Document Preparation Clerk		15.56
01090 - Duplicating Machine Operator		15.56
01111 - General Clerk I		14.82
01112 - General Clerk II		17.49
01113 - General Clerk III		18.82
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		12.92
01191 - Order Clerk I		18.05
01192 - Order Clerk II		21.67
01261 - Personnel Assistant (Employment) I		18.96
01262 - Personnel Assistant (Employment) II		21.22
01263 - Personnel Assistant (Employment) III		23.66
01270 - Production Control Clerk		23.51
01280 - Receptionist		15.67
01290 - Rental Clerk		18.04
01300 - Scheduler, Maintenance		21.57
01311 - Secretary I		21.57
01312 - Secretary II		24.82
01313 - Secretary III		26.92
01320 - Service Order Dispatcher		20.50
01410 - Supply Technician		30.93
01420 - Survey Worker		21.64
01531 - Travel Clerk I		15.98
01532 - Travel Clerk II		17.31
01533 - Travel Clerk III		18.79
01611 - Word Processor I		17.62
01612 - Word Processor II		19.79
01613 - Word Processor III		22.13
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		28.29
05010 - Automotive Electrician		28.50
05040 - Automotive Glass Installer		27.31
05070 - Automotive Worker		27.31
05110 - Mobile Equipment Servicer		24.42

05130	- Motor Equipment Metal Mechanic	30.31
05160	- Motor Equipment Metal Worker	27.31
05190	- Motor Vehicle Mechanic	29.68
05220	- Motor Vehicle Mechanic Helper	23.15
05250	- Motor Vehicle Upholstery Worker	26.12
05280	- Motor Vehicle Wrecker	27.31
05310	- Painter, Automotive	28.50
05340	- Radiator Repair Specialist	27.31
05370	- Tire Repairer	18.22
05400	- Transmission Repair Specialist	29.68
07000	- Food Preparation And Service Occupations	
07010	- Baker	19.55
07041	- Cook I	17.97
07042	- Cook II	19.55
07070	- Dishwasher	14.67
07130	- Food Service Worker	14.67
07210	- Meat Cutter	19.55
07260	- Waiter/Waitress	15.50
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	21.14
09040	- Furniture Handler	16.07
09080	- Furniture Refinisher	21.14
09090	- Furniture Refinisher Helper	17.75
09110	- Furniture Repairer, Minor	19.44
09130	- Upholsterer	21.14
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	14.92
11060	- Elevator Operator	14.92
11090	- Gardener	18.74
11122	- Housekeeping Aide	15.70
11150	- Janitor	15.70
11210	- Laborer, Grounds Maintenance	15.89
11240	- Maid or Houseman	13.98
11260	- Pruner	14.75
11270	- Tractor Operator	18.02
11330	- Trail Maintenance Worker	15.89
11360	- Window Cleaner	16.95
12000	- Health Occupations	
12010	- Ambulance Driver	24.99
12011	- Breath Alcohol Technician	24.87
12012	- Certified Occupational Therapist Assistant	24.12
12015	- Certified Physical Therapist Assistant	22.28
12020	- Dental Assistant	16.75
12025	- Dental Hygienist	35.31
12030	- EKG Technician	28.65
12035	- Electroneurodiagnostic Technologist	28.65
12040	- Emergency Medical Technician	24.99
12071	- Licensed Practical Nurse I	21.76
12072	- Licensed Practical Nurse II	24.34
12073	- Licensed Practical Nurse III	24.48
12100	- Medical Assistant	16.66
12130	- Medical Laboratory Technician	20.63
12160	- Medical Record Clerk	18.00
12190	- Medical Record Technician	20.55
12195	- Medical Transcriptionist	19.01
12210	- Nuclear Medicine Technologist	36.93
12221	- Nursing Assistant I	12.37
12222	- Nursing Assistant II	14.72
12223	- Nursing Assistant III	15.82
12224	- Nursing Assistant IV	16.79
12235	- Optical Dispenser	24.64
12236	- Optical Technician	16.64
12250	- Pharmacy Technician	14.58
12280	- Phlebotomist	16.79
12305	- Radiologic Technologist	28.08
12311	- Registered Nurse I	32.76
12312	- Registered Nurse II	38.41
12313	- Registered Nurse II, Specialist	38.41
12314	- Registered Nurse III	49.39
12315	- Registered Nurse III, Anesthetist	49.39
12316	- Registered Nurse IV	59.22
12317	- Scheduler (Drug and Alcohol Testing)	26.17
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	27.03
13012	- Exhibits Specialist II	33.49
13013	- Exhibits Specialist III	40.95
13041	- Illustrator I	26.51
13042	- Illustrator II	32.31
13043	- Illustrator III	39.22
13047	- Librarian	37.25
13050	- Library Aide/Clerk	15.79

13054 - Library Information Technology Systems Administrator	32.65
13058 - Library Technician	25.62
13061 - Media Specialist I	23.57
13062 - Media Specialist II	26.35
13063 - Media Specialist III	29.39
13071 - Photographer I	21.29
13072 - Photographer II	24.10
13073 - Photographer III	32.88
13074 - Photographer IV	38.49
13075 - Photographer V	46.55
13110 - Video Teleconference Technician	24.33
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.00
14042 - Computer Operator II	21.26
14043 - Computer Operator III	23.71
14044 - Computer Operator IV	26.94
14045 - Computer Operator V	29.17
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	19.00
14160 - Personal Computer Support Technician	26.94
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	39.54
15020 - Aircrew Training Devices Instructor (Rated)	43.75
15030 - Air Crew Training Devices Instructor (Pilot)	52.46
15050 - Computer Based Training Specialist / Instructor	39.54
15060 - Educational Technologist	33.02
15070 - Flight Instructor (Pilot)	52.46
15080 - Graphic Artist	35.27
15090 - Technical Instructor	31.44
15095 - Technical Instructor/Course Developer	38.34
15110 - Test Proctor	25.30
15120 - Tutor	25.30
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.62
16030 - Counter Attendant	11.62
16040 - Dry Cleaner	14.30
16070 - Finisher, Flatwork, Machine	11.62
16090 - Presser, Hand	11.62
16110 - Presser, Machine, Drycleaning	11.62
16130 - Presser, Machine, Shirts	11.62
16160 - Presser, Machine, Wearing Apparel, Laundry	11.62
16190 - Sewing Machine Operator	15.19
16220 - Tailor	16.04
16250 - Washer, Machine	12.60
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.89
19040 - Tool And Die Maker	24.21
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.96
21030 - Material Coordinator	23.51
21040 - Material Expediter	23.51
21050 - Material Handling Laborer	16.41
21071 - Order Filler	15.58
21080 - Production Line Worker (Food Processing)	16.96
21110 - Shipping Packer	15.28
21130 - Shipping/Receiving Clerk	15.28
21140 - Store Worker I	15.06
21150 - Stock Clerk	18.88
21210 - Tools And Parts Attendant	16.96
21410 - Warehouse Specialist	16.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.79
23021 - Aircraft Mechanic I	27.11
23022 - Aircraft Mechanic II	29.58
23023 - Aircraft Mechanic III	30.66
23040 - Aircraft Mechanic Helper	21.89
23050 - Aircraft, Painter	24.18
23060 - Aircraft Servicer	23.97
23080 - Aircraft Worker	25.01
23110 - Appliance Mechanic	21.38
23120 - Bicycle Repairer	17.13
23125 - Cable Splicer	36.53
23130 - Carpenter, Maintenance	29.89
23140 - Carpet Layer	27.98

23160	- Electrician, Maintenance	37.18
23181	- Electronics Technician Maintenance I	24.19
23182	- Electronics Technician Maintenance II	29.17
23183	- Electronics Technician Maintenance III	31.14
23260	- Fabric Worker	28.00
23290	- Fire Alarm System Mechanic	21.67
23310	- Fire Extinguisher Repairer	22.51
23311	- Fuel Distribution System Mechanic	29.94
23312	- Fuel Distribution System Operator	27.20
23370	- General Maintenance Worker	24.67
23380	- Ground Support Equipment Mechanic	27.11
23381	- Ground Support Equipment Servicer	23.97
23382	- Ground Support Equipment Worker	25.01
23391	- Gunsmith I	22.51
23392	- Gunsmith II	25.12
23393	- Gunsmith III	27.25
23410	- Heating, Ventilation And Air-Conditioning Mechanic	26.97
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.93
23430	- Heavy Equipment Mechanic	26.10
23440	- Heavy Equipment Operator	34.38
23460	- Instrument Mechanic	30.86
23465	- Laboratory/Shelter Mechanic	26.21
23470	- Laborer	15.95
23510	- Locksmith	20.70
23530	- Machinery Maintenance Mechanic	23.95
23550	- Machinist, Maintenance	20.81
23580	- Maintenance Trades Helper	16.90
23591	- Metrology Technician I	30.86
23592	- Metrology Technician II	33.34
23593	- Metrology Technician III	34.56
23640	- Millwright	31.22
23710	- Office Appliance Repairer	22.95
23760	- Painter, Maintenance	25.47
23790	- Pipefitter, Maintenance	32.88
23810	- Plumber, Maintenance	32.93
23820	- Pneudraulic Systems Mechanic	27.25
23850	- Rigger	24.36
23870	- Scale Mechanic	25.12
23890	- Sheet-Metal Worker, Maintenance	30.55
23910	- Small Engine Mechanic	19.30
23931	- Telecommunications Mechanic I	30.91
23932	- Telecommunications Mechanic II	32.20
23950	- Telephone Lineman	32.90
23960	- Welder, Combination, Maintenance	23.02
23965	- Well Driller	24.89
23970	- Woodcraft Worker	25.89
23980	- Woodworker	19.50
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	13.87
24580	- Child Care Center Clerk	17.30
24610	- Chore Aide	12.67
24620	- Family Readiness And Support Services Coordinator	14.89
24630	- Homememaker	19.21
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	29.03
25040	- Sewage Plant Operator	27.01
25070	- Stationary Engineer	29.03
25190	- Ventilation Equipment Tender	23.71
25210	- Water Treatment Plant Operator	27.01
27000	- Protective Service Occupations	
27004	- Alarm Monitor	19.12
27007	- Baggage Inspector	17.98
27008	- Corrections Officer	30.97
27010	- Court Security Officer	30.66
27030	- Detection Dog Handler	20.36
27040	- Detention Officer	30.97
27070	- Firefighter	31.42
27101	- Guard I	17.98
27102	- Guard II	20.36
27131	- Police Officer I	32.37
27132	- Police Officer II	35.94
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	17.13
28042	- Carnival Equipment Repairer	17.97
28043	- Carnival Equipment Worker	14.67
28210	- Gate Attendant/Gate Tender	16.49
28310	- Lifeguard	13.13
28350	- Park Attendant (Aide)	18.46

28510	- Recreation Aide/Health Facility Attendant	18.95
28515	- Recreation Specialist	22.88
28630	- Sports Official	14.69
28690	- Swimming Pool Operator	20.98
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	29.90
29020	- Hatch Tender	29.90
29030	- Line Handler	29.90
29041	- Stevedore I	26.22
29042	- Stevedore II	32.85
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	40.33
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	27.82
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.63
30021	- Archeological Technician I	19.69
30022	- Archeological Technician II	22.02
30023	- Archeological Technician III	27.27
30030	- Cartographic Technician	27.27
30040	- Civil Engineering Technician	25.21
30061	- Drafter/CAD Operator I	19.69
30062	- Drafter/CAD Operator II	22.02
30063	- Drafter/CAD Operator III	24.55
30064	- Drafter/CAD Operator IV	30.20
30081	- Engineering Technician I	19.98
30082	- Engineering Technician II	22.47
30083	- Engineering Technician III	25.28
30084	- Engineering Technician IV	31.22
30085	- Engineering Technician V	38.08
30086	- Engineering Technician VI	46.07
30090	- Environmental Technician	22.90
30210	- Laboratory Technician	21.67
30240	- Mathematical Technician	26.78
30361	- Paralegal/Legal Assistant I	23.36
30362	- Paralegal/Legal Assistant II	28.94
30363	- Paralegal/Legal Assistant III	35.39
30364	- Paralegal/Legal Assistant IV	42.84
30390	- Photo-Optics Technician	27.27
30461	- Technical Writer I	27.81
30462	- Technical Writer II	33.91
30463	- Technical Writer III	41.04
30491	- Unexploded Ordnance (UXO) Technician I	25.63
30492	- Unexploded Ordnance (UXO) Technician II	31.02
30493	- Unexploded Ordnance (UXO) Technician III	37.18
30494	- Unexploded (UXO) Safety Escort	25.63
30495	- Unexploded (UXO) Sweep Personnel	25.63
30620	- Weather Observer, Combined Upper Air Or (see 2)	24.55
Surface Programs		
30621	- Weather Observer, Senior (see 2)	27.27
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	16.40
31030	- Bus Driver	19.89
31043	- Driver Courier	16.75
31260	- Parking and Lot Attendant	10.97
31290	- Shuttle Bus Driver	17.80
31310	- Taxi Driver	15.21
31361	- Truckdriver, Light	17.80
31362	- Truckdriver, Medium	18.87
31363	- Truckdriver, Heavy	24.52
31364	- Truckdriver, Tractor-Trailer	24.52
99000	- Miscellaneous Occupations	
99030	- Cashier	10.95
99050	- Desk Clerk	16.69
99095	- Embalmer	28.51
99251	- Laboratory Animal Caretaker I	16.32
99252	- Laboratory Animal Caretaker II	17.14
99310	- Mortician	34.64
99410	- Pest Controller	18.75
99510	- Photofinishing Worker	16.23
99710	- Recycling Laborer	19.78
99711	- Recycling Specialist	22.59
99730	- Refuse Collector	18.36
99810	- Sales Clerk	14.70
99820	- School Crossing Guard	15.07
99830	- Survey Party Chief	23.68
99831	- Surveying Aide	15.48
99832	- Surveying Technician	20.42
99840	- Vending Machine Attendant	19.20
99841	- Vending Machine Repairer	23.47
99842	- Vending Machine Repairer Helper	18.98

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, 4 weeks after 10 years, and 5 weeks after 20 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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordinance, 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 ordinance, 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 ordinance, (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 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.