

WD 05-2537 (Rev.-19) was first posted on www.wdol.gov on 01/05/2016

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.: 2005-2537
Revision No.: 19
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: Vermont
Area: Vermont Statewide

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

OCCUPATION CODE - TITLE / FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.73
01012 - Accounting Clerk II	15.43
01013 - Accounting Clerk III	17.33
01020 - Administrative Assistant	19.11
01040 - Court Reporter	14.88
01051 - Data Entry Operator I	13.39
01052 - Data Entry Operator II	14.61
01060 - Dispatcher, Motor Vehicle	17.45
01070 - Document Preparation Clerk	13.20
01090 - Duplicating Machine Operator	13.71
01111 - General Clerk I	14.54
01112 - General Clerk II	17.21
01113 - General Clerk III	19.27
01120 - Housing Referral Assistant	16.59
01141 - Messenger Courier	11.97
01191 - Order Clerk I	13.64
01192 - Order Clerk II	14.88
01261 - Personnel Assistant (Employment) I	14.96
01262 - Personnel Assistant (Employment) II	16.73
01263 - Personnel Assistant (Employment) III	18.65
01270 - Production Control Clerk	19.46
01280 - Receptionist	12.76
01290 - Rental Clerk	12.91
01300 - Scheduler, Maintenance	13.30
01311 - Secretary I	13.30
01312 - Secretary II	14.88
01313 - Secretary III	16.59
01320 - Service Order Dispatcher	15.86

01410 - Supply Technician	18.70
01420 - Survey Worker	12.53
01531 - Travel Clerk I	12.12
01532 - Travel Clerk II	13.20
01533 - Travel Clerk III	14.36
01611 - Word Processor I	12.34
01612 - Word Processor II	13.85
01613 - Word Processor III	15.50
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	16.55
05010 - Automotive Electrician	15.81
05040 - Automotive Glass Installer	15.14
05070 - Automotive Worker	15.14
05110 - Mobile Equipment Servicer	14.00
05130 - Motor Equipment Metal Mechanic	16.46
05160 - Motor Equipment Metal Worker	15.14
05190 - Motor Vehicle Mechanic	16.46
05220 - Motor Vehicle Mechanic Helper	13.33
05250 - Motor Vehicle Upholstery Worker	14.65
05280 - Motor Vehicle Wrecker	15.14
05310 - Painter, Automotive	15.81
05340 - Radiator Repair Specialist	15.14
05370 - Tire Repairer	13.13
05400 - Transmission Repair Specialist	16.46
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.21
07041 - Cook I	11.48
07042 - Cook II	13.00
07070 - Dishwasher	9.47
07130 - Food Service Worker	9.75
07210 - Meat Cutter	16.94
07260 - Waiter/Waitress	11.85
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.45
09040 - Furniture Handler	11.52
09080 - Furniture Refinisher	14.66
09090 - Furniture Refinisher Helper	12.37
09110 - Furniture Repairer, Minor	13.59
09130 - Upholsterer	14.91
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.08
11060 - Elevator Operator	12.09
11090 - Gardener	14.45
11122 - Housekeeping Aide	11.87
11150 - Janitor	11.87
11210 - Laborer, Grounds Maintenance	12.91
11240 - Maid or Houseman	10.43
11260 - Pruner	11.99
11270 - Tractor Operator	14.18
11330 - Trail Maintenance Worker	12.68
11360 - Window Cleaner	12.78
12000 - Health Occupations	
12010 - Ambulance Driver	14.88
12011 - Breath Alcohol Technician	17.14
12012 - Certified Occupational Therapist Assistant	20.56
12015 - Certified Physical Therapist Assistant	20.82
12020 - Dental Assistant	16.86

12025 - Dental Hygienist	28.73
12030 - EKG Technician	23.62
12035 - Electroneurodiagnostic Technologist	23.62
12040 - Emergency Medical Technician	23.62
12071 - Licensed Practical Nurse I	15.53
12072 - Licensed Practical Nurse II	17.38
12073 - Licensed Practical Nurse III	19.38
12100 - Medical Assistant	15.00
12130 - Medical Laboratory Technician	16.29
12160 - Medical Record Clerk	15.32
12190 - Medical Record Technician	16.02
12195 - Medical Transcriptionist	14.79
12210 - Nuclear Medicine Technologist	34.28
12221 - Nursing Assistant I	11.04
12222 - Nursing Assistant II	12.41
12223 - Nursing Assistant III	13.54
12224 - Nursing Assistant IV	15.20
12235 - Optical Dispenser	18.51
12236 - Optical Technician	15.53
12250 - Pharmacy Technician	13.45
12280 - Phlebotomist	15.20
12305 - Radiologic Technologist	25.57
12311 - Registered Nurse I	22.91
12312 - Registered Nurse II	28.02
12313 - Registered Nurse II, Specialist	28.02
12314 - Registered Nurse III	30.81
12315 - Registered Nurse III, Anesthetist	30.81
12316 - Registered Nurse IV	36.37
12317 - Scheduler (Drug and Alcohol Testing)	19.30
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.25
13012 - Exhibits Specialist II	18.80
13013 - Exhibits Specialist III	22.99
13041 - Illustrator I	20.19
13042 - Illustrator II	23.61
13043 - Illustrator III	28.82
13047 - Librarian	20.81
13050 - Library Aide/Clerk	11.86
13054 - Library Information Technology Systems Administrator	18.80
13058 - Library Technician	13.53
13061 - Media Specialist I	13.56
13062 - Media Specialist II	15.16
13063 - Media Specialist III	16.92
13071 - Photographer I	17.95
13072 - Photographer II	19.09
13073 - Photographer III	25.14
13074 - Photographer IV	29.49
13075 - Photographer V	41.21
13110 - Video Teleconference Technician	15.77
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.58
14042 - Computer Operator II	18.55
14043 - Computer Operator III	20.69
14044 - Computer Operator IV	23.48
14045 - Computer Operator V	26.06
14071 - Computer Programmer I (see 1,2)	22.88

14072 - Computer Programmer II (see 1,2)	27.62
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	16.58
14160 - Personal Computer Support Technician	26.06
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.07
15020 - Aircrew Training Devices Instructor (Rated)	33.98
15030 - Air Crew Training Devices Instructor (Pilot)	40.44
15050 - Computer Based Training Specialist / Instructor	28.07
15060 - Educational Technologist	26.12
15070 - Flight Instructor (Pilot)	44.48
15080 - Graphic Artist	20.63
15090 - Technical Instructor	19.73
15095 - Technical Instructor/Course Developer	24.27
15110 - Test Proctor	15.92
15120 - Tutor	15.92
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.46
16030 - Counter Attendant	9.46
16040 - Dry Cleaner	12.71
16070 - Finisher, Flatwork, Machine	9.46
16090 - Presser, Hand	9.46
16110 - Presser, Machine, Drycleaning	9.46
16130 - Presser, Machine, Shirts	9.46
16160 - Presser, Machine, Wearing Apparel, Laundry	9.46
16190 - Sewing Machine Operator	11.71
16220 - Tailor	12.39
16250 - Washer, Machine	10.01
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.19
19040 - Tool And Die Maker	21.71
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.24
21030 - Material Coordinator	19.46
21040 - Material Expediter	19.46
21050 - Material Handling Laborer	12.02
21071 - Order Filler	11.38
21080 - Production Line Worker (Food Processing)	14.25
21110 - Shipping Packer	14.07
21130 - Shipping/Receiving Clerk	14.07
21140 - Store Worker I	12.83
21150 - Stock Clerk	15.97
21210 - Tools And Parts Attendant	14.24
21410 - Warehouse Specialist	14.24
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.72
23021 - Aircraft Mechanic I	21.88
23022 - Aircraft Mechanic II	22.72
23023 - Aircraft Mechanic III	23.35
23040 - Aircraft Mechanic Helper	17.73
23050 - Aircraft, Painter	20.99
23060 - Aircraft Servicer	19.50
23080 - Aircraft Worker	20.14

23110 - Appliance Mechanic	15.84
23120 - Bicycle Repairer	12.32
23125 - Cable Splicer	26.93
23130 - Carpenter, Maintenance	18.48
23140 - Carpet Layer	16.46
23160 - Electrician, Maintenance	19.70
23181 - Electronics Technician Maintenance I	23.75
23182 - Electronics Technician Maintenance II	25.32
23183 - Electronics Technician Maintenance III	25.41
23260 - Fabric Worker	18.59
23290 - Fire Alarm System Mechanic	20.40
23310 - Fire Extinguisher Repairer	17.00
23311 - Fuel Distribution System Mechanic	20.90
23312 - Fuel Distribution System Operator	17.00
23370 - General Maintenance Worker	16.84
23380 - Ground Support Equipment Mechanic	21.88
23381 - Ground Support Equipment Servicer	19.50
23382 - Ground Support Equipment Worker	20.14
23391 - Gunsmith I	17.00
23392 - Gunsmith II	18.71
23393 - Gunsmith III	20.36
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.64
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	20.41
23430 - Heavy Equipment Mechanic	19.38
23440 - Heavy Equipment Operator	17.90
23460 - Instrument Mechanic	20.36
23465 - Laboratory/Shelter Mechanic	19.52
23470 - Laborer	12.02
23510 - Locksmith	19.52
23530 - Machinery Maintenance Mechanic	19.60
23550 - Machinist, Maintenance	17.59
23580 - Maintenance Trades Helper	12.17
23591 - Metrology Technician I	20.36
23592 - Metrology Technician II	21.16
23593 - Metrology Technician III	21.96
23640 - Millwright	20.48
23710 - Office Appliance Repairer	20.29
23760 - Painter, Maintenance	16.75
23790 - Pipefitter, Maintenance	21.06
23810 - Plumber, Maintenance	20.17
23820 - Pneudraulic Systems Mechanic	20.36
23850 - Rigger	20.36
23870 - Scale Mechanic	18.71
23890 - Sheet-Metal Worker, Maintenance	18.03
23910 - Small Engine Mechanic	15.01
23931 - Telecommunications Mechanic I	22.47
23932 - Telecommunications Mechanic II	22.95
23950 - Telephone Lineman	25.86
23960 - Welder, Combination, Maintenance	16.66
23965 - Well Driller	16.95
23970 - Woodcraft Worker	20.36
23980 - Woodworker	13.57
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.51
24580 - Child Care Center Clerk	14.35

24610 - Chore Aide	11.51
24620 - Family Readiness And Support Services Coordinator	15.08
24630 - Homemaker	15.94
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.52
25040 - Sewage Plant Operator	18.26
25070 - Stationary Engineer	19.52
25190 - Ventilation Equipment Tender	14.61
25210 - Water Treatment Plant Operator	18.26
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.43
27007 - Baggage Inspector	14.48
27008 - Corrections Officer	18.44
27010 - Court Security Officer	18.44
27030 - Detection Dog Handler	16.46
27040 - Detention Officer	18.44
27070 - Firefighter	16.38
27101 - Guard I	14.48
27102 - Guard II	16.46
27131 - Police Officer I	20.49
27132 - Police Officer II	22.78
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.96
28042 - Carnival Equipment Repairer	13.63
28043 - Carnival Equipment Worker	9.83
28210 - Gate Attendant/Gate Tender	14.69
28310 - Lifeguard	14.19
28350 - Park Attendant (Aide)	17.23
28510 - Recreation Aide/Health Facility Attendant	11.99
28515 - Recreation Specialist	17.47
28630 - Sports Official	13.72
28690 - Swimming Pool Operator	18.65
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.08
29020 - Hatch Tender	17.08
29030 - Line Handler	17.08
29041 - Stevedore I	16.29
29042 - Stevedore II	19.40
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO)(see 3)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 3)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 3)	27.16
30021 - Archeological Technician I	18.00
30022 - Archeological Technician II	19.13
30023 - Archeological Technician III	22.73
30030 - Cartographic Technician	26.50
30040 - Civil Engineering Technician	22.92
30061 - Drafter/CAD Operator I	18.73
30062 - Drafter/CAD Operator II	21.85
30063 - Drafter/CAD Operator III	24.37
30064 - Drafter/CAD Operator IV	27.75
30081 - Engineering Technician I	15.11
30082 - Engineering Technician II	16.95
30083 - Engineering Technician III	18.96
30084 - Engineering Technician IV	23.50
30085 - Engineering Technician V	28.75

30086 - Engineering Technician VI	34.78
30090 - Environmental Technician	18.06
30210 - Laboratory Technician	19.63
30240 - Mathematical Technician	25.23
30361 - Paralegal/Legal Assistant I	19.01
30362 - Paralegal/Legal Assistant II	24.39
30363 - Paralegal/Legal Assistant III	28.94
30364 - Paralegal/Legal Assistant IV	36.09
30390 - Photo-Optics Technician	27.08
30461 - Technical Writer I	22.02
30462 - Technical Writer II	26.95
30463 - Technical Writer III	32.58
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 3)	21.55
Surface Programs	
30621 - Weather Observer, Senior (see 3)	26.53
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.57
31030 - Bus Driver	14.76
31043 - Driver Courier	14.40
31260 - Parking and Lot Attendant	11.89
31290 - Shuttle Bus Driver	15.28
31310 - Taxi Driver	12.21
31361 - Truckdriver, Light	14.74
31362 - Truckdriver, Medium	16.10
31363 - Truckdriver, Heavy	17.46
31364 - Truckdriver, Tractor-Trailer	17.46
99000 - Miscellaneous Occupations	
99030 - Cashier	9.45
99050 - Desk Clerk	11.43
99095 - Embalmer	26.11
99251 - Laboratory Animal Caretaker I	10.25
99252 - Laboratory Animal Caretaker II	10.88
99310 - Mortician	27.42
99410 - Pest Controller	18.40
99510 - Photofinishing Worker	13.23
99710 - Recycling Laborer	13.70
99711 - Recycling Specialist	15.61
99730 - Refuse Collector	12.73
99810 - Sales Clerk	12.99
99820 - School Crossing Guard	12.16
99830 - Survey Party Chief	19.62
99831 - Surveying Aide	12.99
99832 - Surveying Technician	17.83
99840 - Vending Machine Attendant	15.00
99841 - Vending Machine Repairer	17.51
99842 - Vending Machine Repairer Helper	15.00

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, 4 after 15 years, and 5 after 25 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 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) 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).

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.

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.

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/>.