

WD 15-2525

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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.: 2015-2525  
Daniel W. Simms Division of | Revision No.: 1  
Director Wage Determinations | Date Of Revision: 03/01/2016

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).

States: Oklahoma, Texas

Area: Oklahoma Counties of Comanche, Cotton, Greer, Harmon, Jackson, Jefferson, Kiowa, Stephens, Tillman  
Texas Counties of Archer, Clay, Wichita

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	11.53	
01012 - Accounting Clerk II	12.95	
01013 - Accounting Clerk III	14.47	
01020 - Administrative Assistant	17.80	
01035 - Court Reporter	15.89	
01051 - Data Entry Operator I	10.72	
01052 - Data Entry Operator II	11.70	
01060 - Dispatcher, Motor Vehicle	14.01	
01070 - Document Preparation Clerk	11.44	
01090 - Duplicating Machine Operator	11.44	
01111 - General Clerk I	9.97	
01112 - General Clerk II	10.88	
01113 - General Clerk III	12.21	
01120 - Housing Referral Assistant	15.95	
01141 - Messenger Courier	10.10	
01191 - Order Clerk I	11.80	
01192 - Order Clerk II	12.88	
01261 - Personnel Assistant (Employment) I		13.43
01262 - Personnel Assistant (Employment) II		15.02
01263 - Personnel Assistant (Employment) III		16.75
01270 - Production Control Clerk	19.95	
01290 - Rental Clerk	11.06	

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01300 - Scheduler, Maintenance	11.78	
01311 - Secretary I	11.78	
01312 - Secretary II	13.18	
01313 - Secretary III	15.95	
01320 - Service Order Dispatcher	14.41	
01410 - Supply Technician	17.80	
01420 - Survey Worker	12.91	
01460 - Switchboard Operator/Receptionist	10.48	
01531 - Travel Clerk I	11.48	
01532 - Travel Clerk II	12.40	
01533 - Travel Clerk III	13.07	
01611 - Word Processor I	13.50	
01612 - Word Processor II	15.07	
01613 - Word Processor III	16.98	
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass	18.30	
05010 - Automotive Electrician	16.16	
05040 - Automotive Glass Installer	15.28	
05070 - Automotive Worker	15.28	
05110 - Mobile Equipment Servicer	13.54	
05130 - Motor Equipment Metal Mechanic	17.04	
05160 - Motor Equipment Metal Worker	15.28	
05190 - Motor Vehicle Mechanic	17.04	
05220 - Motor Vehicle Mechanic Helper	12.64	
05250 - Motor Vehicle Upholstery Worker	14.40	
05280 - Motor Vehicle Wrecker	15.28	
05310 - Painter, Automotive	16.16	
05340 - Radiator Repair Specialist	15.28	
05370 - Tire Repairer	12.90	
05400 - Transmission Repair Specialist	17.04	
07000 - Food Preparation And Service Occupations		
07010 - Baker	11.54	
07041 - Cook I	9.86	
07042 - Cook II	11.09	
07070 - Dishwasher	7.66	
07130 - Food Service Worker	8.12	
07210 - Meat Cutter	14.31	
07260 - Waiter/Waitress	8.31	
09000 - Furniture Maintenance And Repair Occupations		
09010 - Electrostatic Spray Painter	16.84	
09040 - Furniture Handler	11.47	
09080 - Furniture Refinisher	16.84	
09090 - Furniture Refinisher Helper	13.20	
09110 - Furniture Repairer, Minor	15.04	
09130 - Upholsterer	16.84	
11000 - General Services And Support Occupations		
11030 - Cleaner, Vehicles	10.08	
11060 - Elevator Operator	9.68	
11090 - Gardener	12.88	
11122 - Housekeeping Aide	9.68	
11150 - Janitor	9.68	
11210 - Laborer, Grounds Maintenance	10.98	
11240 - Maid or Houseman	8.38	
11260 - Pruner	10.13	
11270 - Tractor Operator	12.64	

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11330 - Trail Maintenance Worker	10.98	
11360 - Window Cleaner	10.51	
12000 - Health Occupations		
12010 - Ambulance Driver	13.54	
12011 - Breath Alcohol Technician	14.99	
12012 - Certified Occupational Therapist Assistant	24.75	
12015 - Certified Physical Therapist Assistant	24.13	
12020 - Dental Assistant	13.65	
12025 - Dental Hygienist	29.92	
12030 - EKG Technician	22.62	
12035 - Electroneurodiagnostic Technologist	22.62	
12040 - Emergency Medical Technician	13.54	
12071 - Licensed Practical Nurse I	13.40	
12072 - Licensed Practical Nurse II	14.99	
12073 - Licensed Practical Nurse III	16.72	
12100 - Medical Assistant	12.66	
12130 - Medical Laboratory Technician	16.85	
12160 - Medical Record Clerk	11.58	
12190 - Medical Record Technician	13.54	
12195 - Medical Transcriptionist	13.82	
12210 - Nuclear Medicine Technologist	32.81	
12221 - Nursing Assistant I	9.36	
12222 - Nursing Assistant II	10.52	
12223 - Nursing Assistant III	11.48	
12224 - Nursing Assistant IV	12.89	
12235 - Optical Dispenser	13.77	
12236 - Optical Technician	13.40	
12250 - Pharmacy Technician	14.12	
12280 - Phlebotomist	13.59	
12305 - Radiologic Technologist	21.66	
12311 - Registered Nurse I	18.70	
12312 - Registered Nurse II	22.96	
12313 - Registered Nurse II, Specialist	22.96	
12314 - Registered Nurse III	27.67	
12315 - Registered Nurse III, Anesthetist	27.67	
12316 - Registered Nurse IV	33.16	
12317 - Scheduler (Drug and Alcohol Testing)	18.58	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	16.60	
13012 - Exhibits Specialist II	20.57	
13013 - Exhibits Specialist III	25.16	
13041 - Illustrator I	16.60	
13042 - Illustrator II	20.57	
13043 - Illustrator III	25.16	
13047 - Librarian	22.77	
13050 - Library Aide/Clerk	12.23	
13054 - Library Information Technology Systems Administrator	20.57	
13058 - Library Technician	12.79	
13061 - Media Specialist I	14.84	
13062 - Media Specialist II	16.60	
13063 - Media Specialist III	18.51	
13071 - Photographer I	13.40	
13072 - Photographer II	15.06	
13073 - Photographer III	16.82	

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13074 - Photographer IV	20.17	
13075 - Photographer V	24.42	
13110 - Video Teleconference Technician	14.17	
14000 - Information Technology Occupations		
14041 - Computer Operator I	13.61	
14042 - Computer Operator II	15.22	
14043 - Computer Operator III	16.98	
14044 - Computer Operator IV	21.48	
14045 - Computer Operator V	23.85	
14071 - Computer Programmer I	19.41	
14072 - Computer Programmer II	24.05	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	26.99	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator	13.61	
14160 - Personal Computer Support Technician	23.46	
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.10	
15020 - Aircrew Training Devices Instructor (Rated)	32.32	
15030 - Air Crew Training Devices Instructor (Pilot)	37.74	
15050 - Computer Based Training Specialist / Instructor	26.09	
15060 - Educational Technologist	30.46	
15070 - Flight Instructor (Pilot)	37.74	
15080 - Graphic Artist	20.71	
15090 - Technical Instructor	17.63	
15095 - Technical Instructor/Course Developer	21.56	
15110 - Test Proctor	14.23	
15120 - Tutor	14.23	
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler	8.08	
16030 - Counter Attendant	8.08	
16040 - Dry Cleaner	10.19	
16070 - Finisher, Flatwork, Machine	8.08	
16090 - Presser, Hand	8.08	
16110 - Presser, Machine, Drycleaning	8.08	
16130 - Presser, Machine, Shirts	8.08	
16160 - Presser, Machine, Wearing Apparel, Laundry	8.08	
16190 - Sewing Machine Operator	10.87	
16220 - Tailor	11.58	
16250 - Washer, Machine	8.77	
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)	17.48	
19040 - Tool And Die Maker	22.22	
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator	13.39	
21030 - Material Coordinator	19.95	
21040 - Material Expediter	19.95	
21050 - Material Handling Laborer	10.20	
21071 - Order Filler	10.93	
21080 - Production Line Worker (Food Processing)	13.39	
21110 - Shipping Packer	13.08	
21130 - Shipping/Receiving Clerk	13.08	
21140 - Store Worker I	11.85	

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21150 - Stock Clerk	14.96
21210 - Tools And Parts Attendant	13.39
21410 - Warehouse Specialist	13.39
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.70
23021 - Aircraft Mechanic I	21.64
23022 - Aircraft Mechanic II	22.70
23023 - Aircraft Mechanic III	23.78
23040 - Aircraft Mechanic Helper	16.08
23050 - Aircraft, Painter	20.50
23060 - Aircraft Servicer	18.30
23080 - Aircraft Worker	19.40
23110 - Appliance Mechanic	18.18
23120 - Bicycle Repairer	12.90
23125 - Cable Splicer	21.21
23130 - Carpenter, Maintenance	16.87
23140 - Carpet Layer	16.81
23160 - Electrician, Maintenance	22.64
23181 - Electronics Technician Maintenance I	21.07
23182 - Electronics Technician Maintenance II	22.24
23183 - Electronics Technician Maintenance III	23.44
23260 - Fabric Worker	16.23
23290 - Fire Alarm System Mechanic	17.04
23310 - Fire Extinguisher Repairer	15.26
23311 - Fuel Distribution System Mechanic	19.16
23312 - Fuel Distribution System Operator	16.92
23370 - General Maintenance Worker	15.28
23380 - Ground Support Equipment Mechanic	21.64
23381 - Ground Support Equipment Servicer	18.30
23382 - Ground Support Equipment Worker	19.40
23391 - Gunsmith I	15.26
23392 - Gunsmith II	17.22
23393 - Gunsmith III	19.16
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.38
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.38
23430 - Heavy Equipment Mechanic	18.78
23440 - Heavy Equipment Operator	17.04
23460 - Instrument Mechanic	19.16
23465 - Laboratory/Shelter Mechanic	18.18
23470 - Laborer	10.54
23510 - Locksmith	18.69
23530 - Machinery Maintenance Mechanic	20.20
23550 - Machinist, Maintenance	19.49
23580 - Maintenance Trades Helper	12.64
23591 - Metrology Technician I	19.16
23592 - Metrology Technician II	20.10
23593 - Metrology Technician III	21.03
23640 - Millwright	18.74
23710 - Office Appliance Repairer	17.78
23760 - Painter, Maintenance	17.78
23790 - Pipefitter, Maintenance	19.66
23810 - Plumber, Maintenance	18.93
23820 - Pneudraulic Systems Mechanic	19.16

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23850 - Rigger	19.16	
23870 - Scale Mechanic	17.22	
23890 - Sheet-Metal Worker, Maintenance		21.81
23910 - Small Engine Mechanic	16.81	
23931 - Telecommunications Mechanic I	22.69	
23932 - Telecommunications Mechanic II	23.81	
23950 - Telephone Lineman	22.12	
23960 - Welder, Combination, Maintenance		17.04
23965 - Well Driller	19.16	
23970 - Woodcraft Worker	19.16	
23980 - Woodworker	14.89	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	8.69	
24580 - Child Care Center Clerk	10.85	
24610 - Chore Aide	8.29	
24620 - Family Readiness And Support Services Coordinator		8.51
24630 - Homemaker	12.08	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	17.36	
25040 - Sewage Plant Operator	16.47	
25070 - Stationary Engineer	17.36	
25190 - Ventilation Equipment Tender	12.88	
25210 - Water Treatment Plant Operator	16.47	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	13.15	
27007 - Baggage Inspector	10.80	
27008 - Corrections Officer	14.99	
27010 - Court Security Officer	16.41	
27030 - Detection Dog Handler	12.44	
27040 - Detention Officer	14.99	
27070 - Firefighter	17.35	
27101 - Guard I	10.80	
27102 - Guard II	12.44	
27131 - Police Officer I	20.01	
27132 - Police Officer II	22.24	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	12.11	
28042 - Carnival Equipment Repairer	12.97	
28043 - Carnival Worker	9.68	
28210 - Gate Attendant/Gate Tender	14.46	
28310 - Lifeguard	12.11	
28350 - Park Attendant (Aide)	16.18	
28510 - Recreation Aide/Health Facility Attendant		11.81
28515 - Recreation Specialist	15.86	
28630 - Sports Official	12.89	
28690 - Swimming Pool Operator	12.96	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	17.22	
29020 - Hatch Tender	17.22	
29030 - Line Handler	17.22	
29041 - Stevedore I	16.23	
29042 - Stevedore II	18.18	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)		35.77

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30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	26.69
30021 - Archeological Technician I	14.66
30022 - Archeological Technician II	16.82
30023 - Archeological Technician III	20.32
30030 - Cartographic Technician	20.83
30040 - Civil Engineering Technician	22.91
30061 - Drafter/CAD Operator I	14.66
30062 - Drafter/CAD Operator II	16.82
30063 - Drafter/CAD Operator III	18.75
30064 - Drafter/CAD Operator IV	22.50
30081 - Engineering Technician I	13.57
30082 - Engineering Technician II	16.44
30083 - Engineering Technician III	18.50
30084 - Engineering Technician IV	21.10
30085 - Engineering Technician V	25.82
30086 - Engineering Technician VI	31.24
30090 - Environmental Technician	20.83
30210 - Laboratory Technician	18.75
30240 - Mathematical Technician	20.83
30361 - Paralegal/Legal Assistant I	16.31
30362 - Paralegal/Legal Assistant II	20.20
30363 - Paralegal/Legal Assistant III	24.72
30364 - Paralegal/Legal Assistant IV	29.91
30390 - Photo-Optics Technician	20.83
30461 - Technical Writer I	20.83
30462 - Technical Writer II	25.48
30463 - Technical Writer III	30.83
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)	18.75
Surface Programs	
30621 - Weather Observer, Senior (see 2)	20.32
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.39
31030 - Bus Driver	13.70
31043 - Driver Courier	12.53
31260 - Parking and Lot Attendant	10.26
31290 - Shuttle Bus Driver	13.43
31310 - Taxi Driver	10.86
31361 - Truckdriver, Light	13.43
31362 - Truckdriver, Medium	13.70
31363 - Truckdriver, Heavy	16.27
31364 - Truckdriver, Tractor-Trailer	16.27
99000 - Miscellaneous Occupations	
99030 - Cashier	8.74
99050 - Desk Clerk	8.68
99095 - Embalmer	25.36
99251 - Laboratory Animal Caretaker I	11.87
99252 - Laboratory Animal Caretaker II	12.72
99310 - Mortician	25.36
99410 - Pest Controller	18.22

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99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	14.54
99711 - Recycling Specialist	16.78
99730 - Refuse Collector	13.43
99810 - Sales Clerk	10.80
99820 - School Crossing Guard	12.81
99830 - Survey Party Chief	17.97
99831 - Surveying Aide	12.07
99832 - Surveying Technician	16.31
99840 - Vending Machine Attendant	13.94
99841 - Vending Machine Repairer	16.81
99842 - Vending Machine Repairer Helper	13.94

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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 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. (See 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) **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 re-grading 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

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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.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 the 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, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).

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 ensure 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.