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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.: 2015-2573
Daniel W. Simms Division of | Revision No.: 7
Director Wage Determinations | Date Of Revision: 12/30/2016

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any 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 \$10.20 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 2017. 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: West Virginia

Area: West Virginia - All Counties except : Berkeley, Brooke, Cabell, Hampshire, Hancock, Jefferson, Lincoln, Marshall, Mineral, Ohio, Putnam, Wayne
Note: West Virginia include all counties except Berkeley and Jefferson counties.

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	13.30	
01012 - Accounting Clerk II	18.04	
01013 - Accounting Clerk III	20.19	
01020 - Administrative Assistant	18.16	
01035 - Court Reporter	21.39	
01051 - Data Entry Operator I	11.63	
01052 - Data Entry Operator II	12.69	
01060 - Dispatcher, Motor Vehicle	14.02	
01070 - Document Preparation Clerk	11.19	
01090 - Duplicating Machine Operator	11.19	
01111 - General Clerk I	11.33	
01112 - General Clerk II	12.37	
01113 - General Clerk III	13.88	
01120 - Housing Referral Assistant	14.85	
01141 - Messenger Courier	10.02	
01191 - Order Clerk I	11.17	
01192 - Order Clerk II	13.28	

01261 - Personnel Assistant (Employment) I	16.55
01262 - Personnel Assistant (Employment) II	18.51
01263 - Personnel Assistant (Employment) III	20.65
01270 - Production Control Clerk	17.72
01290 - Rental Clerk	11.99
01300 - Scheduler, Maintenance	11.99
01311 - Secretary I	11.99
01312 - Secretary II	13.41
01313 - Secretary III	14.63
01320 - Service Order Dispatcher	13.19
01410 - Supply Technician	18.16
01420 - Survey Worker	13.41
01460 - Switchboard Operator/Receptionist	9.81
01531 - Travel Clerk I	12.77
01532 - Travel Clerk II	13.63
01533 - Travel Clerk III	14.53
01611 - Word Processor I	13.64
01612 - Word Processor II	15.31
01613 - Word Processor III	16.78
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	15.24
05010 - Automotive Electrician	14.72
05040 - Automotive Glass Installer	14.22
05070 - Automotive Worker	14.22
05110 - Mobile Equipment Servicer	13.17
05130 - Motor Equipment Metal Mechanic	15.24
05160 - Motor Equipment Metal Worker	14.22
05190 - Motor Vehicle Mechanic	15.24
05220 - Motor Vehicle Mechanic Helper	12.61
05250 - Motor Vehicle Upholstery Worker	13.72
05280 - Motor Vehicle Wrecker	14.22
05310 - Painter, Automotive	14.72
05340 - Radiator Repair Specialist	14.22
05370 - Tire Repairer	12.55
05400 - Transmission Repair Specialist	15.25
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.16
07041 - Cook I	9.11
07042 - Cook II	10.44
07070 - Dishwasher	7.77
07130 - Food Service Worker	8.57
07210 - Meat Cutter	12.29
07260 - Waiter/Waitress	8.10
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.93
09040 - Furniture Handler	11.58
09080 - Furniture Refinisher	14.72
09090 - Furniture Refinisher Helper	12.62
09110 - Furniture Repairer, Minor	13.71
09130 - Upholsterer	14.72
11000 - General Services And Support Occupations	

11030 - Cleaner, Vehicles	8.68
11060 - Elevator Operator	8.73
11090 - Gardener	11.52
11122 - Housekeeping Aide	9.27
11150 - Janitor	9.38
11210 - Laborer, Grounds Maintenance	9.31
11240 - Maid or Houseman	8.40
11260 - Pruner	8.73
11270 - Tractor Operator	10.65
11330 - Trail Maintenance Worker	9.31
11360 - Window Cleaner	10.37
12000 - Health Occupations	
12010 - Ambulance Driver	12.02
12011 - Breath Alcohol Technician	14.47
12012 - Certified Occupational Therapist Assistant	21.71
12015 - Certified Physical Therapist Assistant	18.46
12020 - Dental Assistant	12.57
12025 - Dental Hygienist	22.28
12030 - EKG Technician	18.60
12035 - Electroneurodiagnostic Technologist	18.60
12040 - Emergency Medical Technician	12.02
12071 - Licensed Practical Nurse I	13.59
12072 - Licensed Practical Nurse II	15.20
12073 - Licensed Practical Nurse III	16.95
12100 - Medical Assistant	10.61
12130 - Medical Laboratory Technician	16.47
12160 - Medical Record Clerk	11.43
12190 - Medical Record Technician	13.54
12195 - Medical Transcriptionist	12.40
12210 - Nuclear Medicine Technologist	27.32
12221 - Nursing Assistant I	9.91
12222 - Nursing Assistant II	11.14
12223 - Nursing Assistant III	12.16
12224 - Nursing Assistant IV	13.62
12235 - Optical Dispenser	14.94
12236 - Optical Technician	11.02
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	13.64
12305 - Radiologic Technologist	20.10
12311 - Registered Nurse I	20.57
12312 - Registered Nurse II	25.16
12313 - Registered Nurse II, Specialist	25.16
12314 - Registered Nurse III	30.44
12315 - Registered Nurse III, Anesthetist	30.44
12316 - Registered Nurse IV	36.48
12317 - Scheduler (Drug and Alcohol Testing)	17.93
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	14.85
13012 - Exhibits Specialist II	18.41
13013 - Exhibits Specialist III	22.52
13041 - Illustrator I	14.85

13042 - Illustrator II	18.41	
13043 - Illustrator III	22.52	
13047 - Librarian	20.38	
13050 - Library Aide/Clerk	8.56	
13054 - Library Information Technology Systems Administrator		18.41
13058 - Library Technician	14.75	
13061 - Media Specialist I	13.28	
13062 - Media Specialist II	14.85	
13063 - Media Specialist III	16.57	
13071 - Photographer I	13.62	
13072 - Photographer II	15.23	
13073 - Photographer III	18.87	
13074 - Photographer IV	23.08	
13075 - Photographer V	27.93	
13110 - Video Teleconference Technician		13.50
14000 - Information Technology Occupations		
14041 - Computer Operator I	14.63	
14042 - Computer Operator II	16.37	
14043 - Computer Operator III	18.25	
14044 - Computer Operator IV	20.28	
14045 - Computer Operator V	22.45	
14071 - Computer Programmer I	(see 1)	18.27
14072 - Computer Programmer II	(see 1)	22.64
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		14.63
14160 - Personal Computer Support Technician		20.61
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		28.32
15020 - Aircrew Training Devices Instructor (Rated)		34.26
15030 - Air Crew Training Devices Instructor (Pilot)		41.00
15050 - Computer Based Training Specialist / Instructor		28.11
15060 - Educational Technologist	23.29	
15070 - Flight Instructor (Pilot)	41.00	
15080 - Graphic Artist	18.11	
15090 - Technical Instructor	17.34	
15095 - Technical Instructor/Course Developer		21.61
15110 - Test Proctor	15.38	
15120 - Tutor	15.38	
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler	9.21	
16030 - Counter Attendant	9.21	
16040 - Dry Cleaner	11.65	
16070 - Finisher, Flatwork, Machine		9.21
16090 - Presser, Hand	9.21	
16110 - Presser, Machine, Drycleaning		9.21
16130 - Presser, Machine, Shirts		9.21

16160 - Presser, Machine, Wearing Apparel, Laundry	9.21
16190 - Sewing Machine Operator	12.45
16220 - Tailor	13.23
16250 - Washer, Machine	9.96
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.78
19040 - Tool And Die Maker	19.14
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.30
21030 - Material Coordinator	17.72
21040 - Material Expediter	17.72
21050 - Material Handling Laborer	10.73
21071 - Order Filler	10.71
21080 - Production Line Worker (Food Processing)	15.30
21110 - Shipping Packer	13.86
21130 - Shipping/Receiving Clerk	13.86
21140 - Store Worker I	11.95
21150 - Stock Clerk	16.06
21210 - Tools And Parts Attendant	15.30
21410 - Warehouse Specialist	15.30
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.20
23021 - Aircraft Mechanic I	22.05
23022 - Aircraft Mechanic II	23.20
23023 - Aircraft Mechanic III	24.21
23040 - Aircraft Mechanic Helper	17.81
23050 - Aircraft, Painter	20.59
23060 - Aircraft Servicer	19.35
23080 - Aircraft Worker	20.06
23110 - Appliance Mechanic	17.29
23120 - Bicycle Repairer	12.72
23125 - Cable Splicer	24.87
23130 - Carpenter, Maintenance	17.29
23140 - Carpet Layer	16.79
23160 - Electrician, Maintenance	22.17
23181 - Electronics Technician Maintenance I	15.53
23182 - Electronics Technician Maintenance II	21.96
23183 - Electronics Technician Maintenance III	23.04
23260 - Fabric Worker	15.42
23290 - Fire Alarm System Mechanic	18.13
23310 - Fire Extinguisher Repairer	15.15
23311 - Fuel Distribution System Mechanic	19.94
23312 - Fuel Distribution System Operator	15.50
23370 - General Maintenance Worker	16.23
23380 - Ground Support Equipment Mechanic	22.05
23381 - Ground Support Equipment Servicer	19.35
23382 - Ground Support Equipment Worker	20.06
23391 - Gunsmith I	15.00
23392 - Gunsmith II	17.19
23393 - Gunsmith III	19.19
23410 - Heating, Ventilation And Air-Conditioning	18.13

Mechanic		
23411 - Heating, Ventilation And Air Contditioning		19.08
Mechanic (Research Facility)		
23430 - Heavy Equipment Mechanic		18.91
23440 - Heavy Equipment Operator		18.13
23460 - Instrument Mechanic		21.62
23465 - Laboratory/Shelter Mechanic		18.30
23470 - Laborer	10.73	
23510 - Locksmith	17.29	
23530 - Machinery Maintenance Mechanic		20.05
23550 - Machinist, Maintenance		18.31
23580 - Maintenance Trades Helper		13.15
23591 - Metrology Technician I		21.62
23592 - Metrology Technician II		22.59
23593 - Metrology Technician III		23.35
23640 - Millwright	19.65	
23710 - Office Appliance Repairer		17.29
23760 - Painter, Maintenance		17.29
23790 - Pipefitter, Maintenance		20.73
23810 - Plumber, Maintenance		20.73
23820 - Pneudraulic Systems Mechanic		19.19
23850 - Rigger	19.65	
23870 - Scale Mechanic		17.19
23890 - Sheet-Metal Worker, Maintenance		18.97
23910 - Small Engine Mechanic		16.23
23931 - Telecommunications Mechanic I		22.73
23932 - Telecommunications Mechanic II		23.93
23950 - Telephone Lineman		24.18
23960 - Welder, Combination, Maintenance		18.13
23965 - Well Driller	21.12	
23970 - Woodcraft Worker		19.19
23980 - Woodworker		15.46
24000 - Personal Needs Occupations		
24570 - Child Care Attendant		8.21
24580 - Child Care Center Clerk		9.80
24610 - Chore Aide	7.80	
24620 - Family Readiness And Support Services Coordinator		9.12
24630 - Homemaker		10.43
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	21.38	
25040 - Sewage Plant Operator		16.85
25070 - Stationary Engineer		21.38
25190 - Ventilation Equipment Tender		14.03
25210 - Water Treatment Plant Operator		16.19
27000 - Protective Service Occupations		
27004 - Alarm Monitor	10.72	
27007 - Baggage Inspector		9.99
27008 - Corrections Officer		15.11
27010 - Court Security Officer		15.70
27030 - Detection Dog Handler		11.31

27040 - Detention Officer	15.11	
27070 - Firefighter	16.40	
27101 - Guard I	9.99	
27102 - Guard II	11.31	
27131 - Police Officer I	16.86	
27132 - Police Officer II	18.73	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	10.09	
28042 - Carnival Equipment Repairer	10.57	
28043 - Carnival Worker	8.26	
28210 - Gate Attendant/Gate Tender	13.60	
28310 - Lifeguard	11.34	
28350 - Park Attendant (Aide)	15.03	
28510 - Recreation Aide/Health Facility Attendant	11.10	
28515 - Recreation Specialist	14.69	
28630 - Sports Official	10.67	
28690 - Swimming Pool Operator	13.36	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	16.35	
29020 - Hatch Tender	16.35	
29030 - Line Handler	16.35	
29041 - Stevedore I	15.33	
29042 - Stevedore II	17.40	
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	18.95	
30022 - Archeological Technician II	20.83	
30023 - Archeological Technician III	26.27	
30030 - Cartographic Technician	26.27	
30040 - Civil Engineering Technician	18.42	
30061 - Drafter/CAD Operator I	18.95	
30062 - Drafter/CAD Operator II	21.20	
30063 - Drafter/CAD Operator III	23.64	
30064 - Drafter/CAD Operator IV	27.30	
30081 - Engineering Technician I	15.68	
30082 - Engineering Technician II	17.59	
30083 - Engineering Technician III	22.90	
30084 - Engineering Technician IV	25.79	
30085 - Engineering Technician V	31.55	
30086 - Engineering Technician VI	38.17	
30090 - Environmental Technician	17.30	
30210 - Laboratory Technician	25.55	
30240 - Mathematical Technician	26.27	
30361 - Paralegal/Legal Assistant I	17.61	
30362 - Paralegal/Legal Assistant II	21.35	
30363 - Paralegal/Legal Assistant III	26.14	
30364 - Paralegal/Legal Assistant IV	31.63	
30390 - Photo-Optics Technician	26.27	
30461 - Technical Writer I	20.51	

30462 - Technical Writer II	25.09	
30463 - Technical Writer III	30.35	
30491 - Unexploded Ordnance (UXO) Technician I		22.74
30492 - Unexploded Ordnance (UXO) Technician II		27.51
30493 - Unexploded Ordnance (UXO) Technician III		32.97
30494 - Unexploded (UXO) Safety Escort		22.74
30495 - Unexploded (UXO) Sweep Personnel		22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	23.64
30621 - Weather Observer, Senior	(see 2)	26.27
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	8.80	
31030 - Bus Driver	12.09	
31043 - Driver Courier	10.51	
31260 - Parking and Lot Attendant		8.62
31290 - Shuttle Bus Driver		11.32
31310 - Taxi Driver	8.94	
31361 - Truckdriver, Light	11.32	
31362 - Truckdriver, Medium	12.69	
31363 - Truckdriver, Heavy	15.02	
31364 - Truckdriver, Tractor-Trailer	15.02	
99000 - Miscellaneous Occupations		
99030 - Cashier	7.80	
99050 - Desk Clerk	8.20	
99095 - Embalmer	20.91	
99251 - Laboratory Animal Caretaker I		9.21
99252 - Laboratory Animal Caretaker II		9.92
99310 - Mortician	30.90	
99410 - Pest Controller	13.35	
99510 - Photofinishing Worker	10.65	
99710 - Recycling Laborer	11.68	
99711 - Recycling Specialist	13.46	
99730 - Refuse Collector	10.58	
99810 - Sales Clerk	10.77	
99820 - School Crossing Guard	10.14	
99830 - Survey Party Chief	18.51	
99831 - Surveying Aide	11.45	
99832 - Surveying Technician	15.72	
99840 - Vending Machine Attendant	11.40	
99841 - Vending Machine Repairer	12.83	
99842 - Vending Machine Repairer Helper	11.40	

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid

sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

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

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 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.