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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.: 2015-2587
Revision No.: 2
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: Wyoming
Area: Wyoming Statewide

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.55
01012 - Accounting Clerk II		14.87
01013 - Accounting Clerk III		15.75
01020 - Administrative Assistant		18.39
01035 - Court Reporter		14.85
01051 - Data Entry Operator I		11.31
01052 - Data Entry Operator II		12.34
01060 - Dispatcher, Motor Vehicle		17.94
01070 - Document Preparation Clerk		11.66
01090 - Duplicating Machine Operator		11.66
01111 - General Clerk I		11.59
01112 - General Clerk II		12.65
01113 - General Clerk III		14.20
01120 - Housing Referral Assistant		16.57
01141 - Messenger Courier		10.85
01191 - Order Clerk I		11.43
01192 - Order Clerk II		12.91
01261 - Personnel Assistant (Employment) I		14.90
01262 - Personnel Assistant (Employment) II		16.67
01263 - Personnel Assistant (Employment) III		18.59
01270 - Production Control Clerk		20.37
01290 - Rental Clerk		10.58
01300 - Scheduler, Maintenance		13.28
01311 - Secretary I		13.28
01312 - Secretary II		14.85
01313 - Secretary III		16.57
01320 - Service Order Dispatcher		17.94
01410 - Supply Technician		18.41
01420 - Survey Worker		11.90
01460 - Switchboard Operator/Receptionist		11.27
01531 - Travel Clerk I		11.69
01532 - Travel Clerk II		12.40
01533 - Travel Clerk III		13.06
01611 - Word Processor I		11.61
01612 - Word Processor II		13.03
01613 - Word Processor III		14.57
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.71
05010 - Automotive Electrician		18.73
05040 - Automotive Glass Installer		17.73
05070 - Automotive Worker		17.73
05110 - Mobile Equipment Servicer		15.77
05130 - Motor Equipment Metal Mechanic		19.71
05160 - Motor Equipment Metal Worker		17.73
05190 - Motor Vehicle Mechanic		19.71
05220 - Motor Vehicle Mechanic Helper		14.79
05250 - Motor Vehicle Upholstery Worker		16.75
05280 - Motor Vehicle Wrecker		17.73
05310 - Painter, Automotive		18.73
05340 - Radiator Repair Specialist		17.73

05370 - Tire Repairer	15.09
05400 - Transmission Repair Specialist	19.71
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.53
07041 - Cook I	9.71
07042 - Cook II	11.23
07070 - Dishwasher	8.69
07130 - Food Service Worker	10.01
07210 - Meat Cutter	13.97
07260 - Waiter/Waitress	8.30
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.97
09040 - Furniture Handler	14.82
09080 - Furniture Refinisher	20.97
09090 - Furniture Refinisher Helper	16.12
09110 - Furniture Repairer, Minor	18.25
09130 - Upholsterer	20.97
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.77
11060 - Elevator Operator	10.24
11090 - Gardener	14.36
11122 - Housekeeping Aide	9.67
11150 - Janitor	11.96
11210 - Laborer, Grounds Maintenance	13.56
11240 - Maid or Houseman	9.46
11260 - Pruner	12.43
11270 - Tractor Operator	14.65
11330 - Trail Maintenance Worker	13.56
11360 - Window Cleaner	13.36
12000 - Health Occupations	
12010 - Ambulance Driver	13.22
12011 - Breath Alcohol Technician	16.63
12012 - Certified Occupational Therapist Assistant	21.12
12015 - Certified Physical Therapist Assistant	17.95
12020 - Dental Assistant	13.90
12025 - Dental Hygienist	27.78
12030 - EKG Technician	25.73
12035 - Electroneurodiagnostic Technologist	25.73
12040 - Emergency Medical Technician	14.54
12071 - Licensed Practical Nurse I	15.17
12072 - Licensed Practical Nurse II	16.97
12073 - Licensed Practical Nurse III	18.93
12100 - Medical Assistant	12.89
12130 - Medical Laboratory Technician	15.04
12160 - Medical Record Clerk	13.75
12190 - Medical Record Technician	16.08
12195 - Medical Transcriptionist	14.40
12210 - Nuclear Medicine Technologist	34.36
12221 - Nursing Assistant I	11.54
12222 - Nursing Assistant II	12.97
12223 - Nursing Assistant III	14.15
12224 - Nursing Assistant IV	15.88
12235 - Optical Dispenser	13.95
12236 - Optical Technician	15.17
12250 - Pharmacy Technician	14.61
12280 - Phlebotomist	15.88
12305 - Radiologic Technologist	23.13
12311 - Registered Nurse I	22.82
12312 - Registered Nurse II	27.91
12313 - Registered Nurse II, Specialist	27.91
12314 - Registered Nurse III	33.76
12315 - Registered Nurse III, Anesthetist	33.76
12316 - Registered Nurse IV	40.47
12317 - Scheduler (Drug and Alcohol Testing)	20.66
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.16
13012 - Exhibits Specialist II	20.03
13013 - Exhibits Specialist III	24.50
13041 - Illustrator I	15.78
13042 - Illustrator II	19.11
13043 - Illustrator III	25.27
13047 - Librarian	22.17
13050 - Library Aide/Clerk	11.54
13054 - Library Information Technology Systems Administrator	20.03
13058 - Library Technician	13.63
13061 - Media Specialist I	14.18
13062 - Media Specialist II	15.86
13063 - Media Specialist III	17.69
13071 - Photographer I	12.72
13072 - Photographer II	14.71

13073	- Photographer III	18.22
13074	- Photographer IV	22.28
13075	- Photographer V	26.96
13110	- Video Teleconference Technician	17.07
14000	- Information Technology Occupations	
14041	- Computer Operator I	14.42
14042	- Computer Operator II	16.13
14043	- Computer Operator III	17.99
14044	- Computer Operator IV	19.99
14045	- Computer Operator V	22.13
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	14.42
14160	- Personal Computer Support Technician	21.37
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	26.31
15020	- Aircrew Training Devices Instructor (Rated)	30.38
15030	- Air Crew Training Devices Instructor (Pilot)	35.04
15050	- Computer Based Training Specialist / Instructor	26.31
15060	- Educational Technologist	27.45
15070	- Flight Instructor (Pilot)	35.04
15080	- Graphic Artist	16.61
15090	- Technical Instructor	18.90
15095	- Technical Instructor/Course Developer	23.12
15110	- Test Proctor	15.25
15120	- Tutor	15.25
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	8.67
16030	- Counter Attendant	8.68
16040	- Dry Cleaner	11.01
16070	- Finisher, Flatwork, Machine	8.67
16090	- Presser, Hand	8.67
16110	- Presser, Machine, Drycleaning	8.67
16130	- Presser, Machine, Shirts	8.67
16160	- Presser, Machine, Wearing Apparel, Laundry	8.67
16190	- Sewing Machine Operator	11.76
16220	- Tailor	12.42
16250	- Washer, Machine	9.44
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	21.65
19040	- Tool And Die Maker	26.54
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	17.23
21030	- Material Coordinator	20.37
21040	- Material Expediter	20.37
21050	- Material Handling Laborer	13.12
21071	- Order Filler	12.58
21080	- Production Line Worker (Food Processing)	17.23
21110	- Shipping Packer	14.45
21130	- Shipping/Receiving Clerk	14.45
21140	- Store Worker I	11.07
21150	- Stock Clerk	15.35
21210	- Tools And Parts Attendant	17.23
21410	- Warehouse Specialist	17.23
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	23.13
23021	- Aircraft Mechanic I	21.90
23022	- Aircraft Mechanic II	23.13
23023	- Aircraft Mechanic III	24.47
23040	- Aircraft Mechanic Helper	16.44
23050	- Aircraft, Painter	20.81
23060	- Aircraft Servicer	18.61
23080	- Aircraft Worker	19.70
23110	- Appliance Mechanic	18.55
23120	- Bicycle Repairer	15.09
23125	- Cable Splicer	28.14
23130	- Carpenter, Maintenance	19.62
23140	- Carpet Layer	19.32
23160	- Electrician, Maintenance	23.31
23181	- Electronics Technician Maintenance I	24.08
23182	- Electronics Technician Maintenance II	25.74
23183	- Electronics Technician Maintenance III	27.36
23260	- Fabric Worker	18.25
23290	- Fire Alarm System Mechanic	23.58
23310	- Fire Extinguisher Repairer	16.93
23311	- Fuel Distribution System Mechanic	24.66

23312	- Fuel Distribution System Operator	18.68
23370	- General Maintenance Worker	18.95
23380	- Ground Support Equipment Mechanic	21.90
23381	- Ground Support Equipment Servicer	18.61
23382	- Ground Support Equipment Worker	19.70
23391	- Gunsmith I	16.93
23392	- Gunsmith II	19.57
23393	- Gunsmith III	22.35
23410	- Heating, Ventilation And Air-Conditioning Mechanic	19.52
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.99
23430	- Heavy Equipment Mechanic	22.18
23440	- Heavy Equipment Operator	20.71
23460	- Instrument Mechanic	24.49
23465	- Laboratory/Shelter Mechanic	20.97
23470	- Laborer	13.12
23510	- Locksmith	19.47
23530	- Machinery Maintenance Mechanic	26.53
23550	- Machinist, Maintenance	19.80
23580	- Maintenance Trades Helper	14.65
23591	- Metrology Technician I	24.49
23592	- Metrology Technician II	29.83
23593	- Metrology Technician III	31.47
23640	- Millwright	26.91
23710	- Office Appliance Repairer	18.55
23760	- Painter, Maintenance	18.55
23790	- Pipefitter, Maintenance	21.73
23810	- Plumber, Maintenance	20.40
23820	- Pneudraulic Systems Mechanic	22.35
23850	- Rigger	23.98
23870	- Scale Mechanic	19.57
23890	- Sheet-Metal Worker, Maintenance	19.52
23910	- Small Engine Mechanic	17.56
23931	- Telecommunications Mechanic I	26.93
23932	- Telecommunications Mechanic II	28.26
23950	- Telephone Lineman	21.47
23960	- Welder, Combination, Maintenance	22.45
23965	- Well Driller	19.52
23970	- Woodcraft Worker	22.35
23980	- Woodworker	16.93
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	9.96
24580	- Child Care Center Clerk	12.43
24610	- Chore Aide	10.69
24620	- Family Readiness And Support Services Coordinator	12.67
24630	- Homemaker	13.45
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	28.14
25040	- Sewage Plant Operator	21.79
25070	- Stationary Engineer	28.14
25190	- Ventilation Equipment Tender	19.61
25210	- Water Treatment Plant Operator	21.79
27000	- Protective Service Occupations	
27004	- Alarm Monitor	17.62
27007	- Baggage Inspector	12.42
27008	- Corrections Officer	18.96
27010	- Court Security Officer	22.37
27030	- Detection Dog Handler	15.45
27040	- Detention Officer	18.96
27070	- Firefighter	22.79
27101	- Guard I	12.42
27102	- Guard II	15.45
27131	- Police Officer I	22.45
27132	- Police Officer II	24.95
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	11.87
28042	- Carnival Equipment Repairer	12.60
28043	- Carnival Worker	10.26
28210	- Gate Attendant/Gate Tender	15.21
28310	- Lifeguard	11.34
28350	- Park Attendant (Aide)	17.01
28510	- Recreation Aide/Health Facility Attendant	12.42
28515	- Recreation Specialist	15.39
28630	- Sports Official	13.55
28690	- Swimming Pool Operator	17.04
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	22.77
29020	- Hatch Tender	22.77
29030	- Line Handler	22.77

29041	- Stevedore I	19.27
29042	- Stevedore II	24.65
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	15.88
30022	- Archeological Technician II	17.76
30023	- Archeological Technician III	22.01
30030	- Cartographic Technician	22.01
30040	- Civil Engineering Technician	22.50
30061	- Drafter/CAD Operator I	15.88
30062	- Drafter/CAD Operator II	17.76
30063	- Drafter/CAD Operator III	19.81
30064	- Drafter/CAD Operator IV	24.37
30081	- Engineering Technician I	14.32
30082	- Engineering Technician II	16.61
30083	- Engineering Technician III	17.97
30084	- Engineering Technician IV	22.27
30085	- Engineering Technician V	27.24
30086	- Engineering Technician VI	32.82
30090	- Environmental Technician	19.19
30210	- Laboratory Technician	18.06
30240	- Mathematical Technician	20.55
30361	- Paralegal/Legal Assistant I	16.02
30362	- Paralegal/Legal Assistant II	19.84
30363	- Paralegal/Legal Assistant III	24.27
30364	- Paralegal/Legal Assistant IV	29.37
30390	- Photo-Optics Technician	22.01
30461	- Technical Writer I	22.00
30462	- Technical Writer II	26.91
30463	- Technical Writer III	32.57
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)	19.49
Surface Programs		
30621	- Weather Observer, Senior (see 2)	22.01
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	9.08
31030	- Bus Driver	14.37
31043	- Driver Courier	13.40
31260	- Parking and Lot Attendant	9.94
31290	- Shuttle Bus Driver	14.56
31310	- Taxi Driver	10.89
31361	- Truckdriver, Light	14.56
31362	- Truckdriver, Medium	16.08
31363	- Truckdriver, Heavy	18.86
31364	- Truckdriver, Tractor-Trailer	18.86
99000	- Miscellaneous Occupations	
99030	- Cashier	9.13
99050	- Desk Clerk	9.52
99095	- Embalmer	25.64
99251	- Laboratory Animal Caretaker I	9.77
99252	- Laboratory Animal Caretaker II	10.62
99310	- Mortician	25.64
99410	- Pest Controller	15.38
99510	- Photofinishing Worker	11.95
99710	- Recycling Laborer	16.96
99711	- Recycling Specialist	20.53
99730	- Refuse Collector	15.23
99810	- Sales Clerk	11.34
99820	- School Crossing Guard	13.79
99830	- Survey Party Chief	19.67
99831	- Surveying Aide	14.38
99832	- Surveying Technician	17.85
99840	- Vending Machine Attendant	10.47
99841	- Vending Machine Repairer	13.16
99842	- Vending Machine Repairer Helper	10.61

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) 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 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.