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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.: 2015-2433
Revision No.: 4
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: Oklahoma

Area: Oklahoma Counties of Adair, Cherokee, Craig, Creek, Delaware, Mayes, McIntosh, Muskogee, Nowata, Okfuskee, Okmulgee, Osage, Ottawa, Pawnee, Rogers, Tulsa, Wagoner, Washington

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.60
01012 - Accounting Clerk II		15.33
01013 - Accounting Clerk III		17.78
01020 - Administrative Assistant		19.04
01035 - Court Reporter		19.66
01051 - Data Entry Operator I		10.88
01052 - Data Entry Operator II		11.86
01060 - Dispatcher, Motor Vehicle		17.99
01070 - Document Preparation Clerk		12.66
01090 - Duplicating Machine Operator		12.66
01111 - General Clerk I		11.08
01112 - General Clerk II		12.83
01113 - General Clerk III		16.83
01120 - Housing Referral Assistant		15.78
01141 - Messenger Courier		11.72
01191 - Order Clerk I		11.83
01192 - Order Clerk II		13.79
01261 - Personnel Assistant (Employment) I		13.16
01262 - Personnel Assistant (Employment) II		14.43
01263 - Personnel Assistant (Employment) III		17.57
01270 - Production Control Clerk		18.65
01290 - Rental Clerk		13.33
01300 - Scheduler, Maintenance		12.39
01311 - Secretary I		12.39
01312 - Secretary II		13.86
01313 - Secretary III		15.78
01320 - Service Order Dispatcher		14.95
01410 - Supply Technician		19.04
01420 - Survey Worker		13.71
01460 - Switchboard Operator/Receptionist		11.23
01531 - Travel Clerk I		12.32
01532 - Travel Clerk II		13.14
01533 - Travel Clerk III		13.77
01611 - Word Processor I		11.77
01612 - Word Processor II		13.35
01613 - Word Processor III		14.97
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.15
05010 - Automotive Electrician		18.19
05040 - Automotive Glass Installer		17.24
05070 - Automotive Worker		17.24
05110 - Mobile Equipment Servicer		15.14
05130 - Motor Equipment Metal Mechanic		19.15
05160 - Motor Equipment Metal Worker		17.24
05190 - Motor Vehicle Mechanic		17.91
05220 - Motor Vehicle Mechanic Helper		13.98
05250 - Motor Vehicle Upholstery Worker		16.08

05280	- Motor Vehicle Wrecker	17.19
05310	- Painter, Automotive	18.22
05340	- Radiator Repair Specialist	17.24
05370	- Tire Repairer	13.29
05400	- Transmission Repair Specialist	19.15
07000	- Food Preparation And Service Occupations	
07010	- Baker	11.11
07041	- Cook I	9.79
07042	- Cook II	11.11
07070	- Dishwasher	8.05
07130	- Food Service Worker	7.83
07210	- Meat Cutter	12.17
07260	- Waiter/Waitress	8.38
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	16.54
09040	- Furniture Handler	11.67
09080	- Furniture Refinisher	16.54
09090	- Furniture Refinisher Helper	13.06
09110	- Furniture Repairer, Minor	14.73
09130	- Upholsterer	16.54
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	11.50
11060	- Elevator Operator	9.38
11090	- Gardener	12.57
11122	- Housekeeping Aide	9.38
11150	- Janitor	9.38
11210	- Laborer, Grounds Maintenance	10.68
11240	- Maid or Houseman	8.48
11260	- Pruner	10.07
11270	- Tractor Operator	12.41
11330	- Trail Maintenance Worker	10.68
11360	- Window Cleaner	10.05
12000	- Health Occupations	
12010	- Ambulance Driver	13.51
12011	- Breath Alcohol Technician	15.83
12012	- Certified Occupational Therapist Assistant	19.42
12015	- Certified Physical Therapist Assistant	21.72
12020	- Dental Assistant	13.38
12025	- Dental Hygienist	31.40
12030	- EKG Technician	18.82
12035	- Electroneurodiagnostic Technologist	18.82
12040	- Emergency Medical Technician	13.51
12071	- Licensed Practical Nurse I	14.15
12072	- Licensed Practical Nurse II	15.83
12073	- Licensed Practical Nurse III	17.66
12100	- Medical Assistant	13.05
12130	- Medical Laboratory Technician	14.15
12160	- Medical Record Clerk	12.54
12190	- Medical Record Technician	14.03
12195	- Medical Transcriptionist	14.83
12210	- Nuclear Medicine Technologist	29.46
12221	- Nursing Assistant I	10.26
12222	- Nursing Assistant II	11.53
12223	- Nursing Assistant III	12.59
12224	- Nursing Assistant IV	14.12
12235	- Optical Dispenser	14.54
12236	- Optical Technician	13.51
12250	- Pharmacy Technician	13.40
12280	- Phlebotomist	13.60
12305	- Radiologic Technologist	21.91
12311	- Registered Nurse I	20.03
12312	- Registered Nurse II	24.51
12313	- Registered Nurse II, Specialist	24.51
12314	- Registered Nurse III	29.66
12315	- Registered Nurse III, Anesthetist	29.66
12316	- Registered Nurse IV	35.55
12317	- Scheduler (Drug and Alcohol Testing)	19.62
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	18.95
13012	- Exhibits Specialist II	22.25
13013	- Exhibits Specialist III	27.23
13041	- Illustrator I	18.95
13042	- Illustrator II	22.25
13043	- Illustrator III	27.23
13047	- Librarian	20.68
13050	- Library Aide/Clerk	8.51
13054	- Library Information Technology Systems Administrator	19.12
13058	- Library Technician	13.71
13061	- Media Specialist I	13.50
13062	- Media Specialist II	15.11

13063	- Media Specialist III	16.84
13071	- Photographer I	15.06
13072	- Photographer II	17.50
13073	- Photographer III	20.54
13074	- Photographer IV	25.14
13075	- Photographer V	30.42
13110	- Video Teleconference Technician	15.24
14000	- Information Technology Occupations	
14041	- Computer Operator I	14.71
14042	- Computer Operator II	16.45
14043	- Computer Operator III	21.59
14044	- Computer Operator IV	25.11
14045	- Computer Operator V	27.62
14071	- Computer Programmer I	22.27
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	14.71
14160	- Personal Computer Support Technician	28.80
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	28.14
15020	- Aircrew Training Devices Instructor (Rated)	34.04
15030	- Air Crew Training Devices Instructor (Pilot)	40.79
15050	- Computer Based Training Specialist / Instructor	28.14
15060	- Educational Technologist	23.62
15070	- Flight Instructor (Pilot)	40.79
15080	- Graphic Artist	19.06
15090	- Technical Instructor	18.16
15095	- Technical Instructor/Course Developer	22.74
15110	- Test Proctor	14.65
15120	- Tutor	14.65
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	8.47
16030	- Counter Attendant	8.47
16040	- Dry Cleaner	10.79
16070	- Finisher, Flatwork, Machine	8.47
16090	- Presser, Hand	8.47
16110	- Presser, Machine, Drycleaning	8.47
16130	- Presser, Machine, Shirts	8.47
16160	- Presser, Machine, Wearing Apparel, Laundry	8.47
16190	- Sewing Machine Operator	11.56
16220	- Tailor	12.34
16250	- Washer, Machine	9.27
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	18.19
19040	- Tool And Die Maker	22.21
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	13.47
21030	- Material Coordinator	18.65
21040	- Material Expediter	18.65
21050	- Material Handling Laborer	10.84
21071	- Order Filler	11.20
21080	- Production Line Worker (Food Processing)	13.47
21110	- Shipping Packer	13.44
21130	- Shipping/Receiving Clerk	13.44
21140	- Store Worker I	12.19
21150	- Stock Clerk	16.90
21210	- Tools And Parts Attendant	13.47
21410	- Warehouse Specialist	13.47
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	20.96
23021	- Aircraft Mechanic I	19.95
23022	- Aircraft Mechanic II	20.96
23023	- Aircraft Mechanic III	22.00
23040	- Aircraft Mechanic Helper	14.56
23050	- Aircraft, Painter	18.74
23060	- Aircraft Servicer	16.75
23080	- Aircraft Worker	17.96
23110	- Appliance Mechanic	17.65
23120	- Bicycle Repairer	13.29
23125	- Cable Splicer	19.25
23130	- Carpenter, Maintenance	16.54
23140	- Carpet Layer	17.23
23160	- Electrician, Maintenance	21.97
23181	- Electronics Technician Maintenance I	20.84
23182	- Electronics Technician Maintenance II	23.49
23183	- Electronics Technician Maintenance III	27.74
23260	- Fabric Worker	16.31

23290	- Fire Alarm System Mechanic	17.96
23310	- Fire Extinguisher Repairer	15.13
23311	- Fuel Distribution System Mechanic	19.30
23312	- Fuel Distribution System Operator	15.69
23370	- General Maintenance Worker	16.08
23380	- Ground Support Equipment Mechanic	19.95
23381	- Ground Support Equipment Servicer	16.75
23382	- Ground Support Equipment Worker	17.96
23391	- Gunsmith I	15.36
23392	- Gunsmith II	17.13
23393	- Gunsmith III	18.90
23410	- Heating, Ventilation And Air-Conditioning Mechanic	18.91
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.95
23430	- Heavy Equipment Mechanic	19.75
23440	- Heavy Equipment Operator	17.41
23460	- Instrument Mechanic	18.90
23465	- Laboratory/Shelter Mechanic	18.04
23470	- Laborer	10.84
23510	- Locksmith	18.02
23530	- Machinery Maintenance Mechanic	18.52
23550	- Machinist, Maintenance	17.41
23580	- Maintenance Trades Helper	13.06
23591	- Metrology Technician I	18.90
23592	- Metrology Technician II	19.72
23593	- Metrology Technician III	20.72
23640	- Millwright	24.46
23710	- Office Appliance Repairer	19.68
23760	- Painter, Maintenance	16.48
23790	- Pipefitter, Maintenance	18.93
23810	- Plumber, Maintenance	18.07
23820	- Pneudraulic Systems Mechanic	18.90
23850	- Rigger	20.95
23870	- Scale Mechanic	17.13
23890	- Sheet-Metal Worker, Maintenance	17.41
23910	- Small Engine Mechanic	15.67
23931	- Telecommunications Mechanic I	25.74
23932	- Telecommunications Mechanic II	27.10
23950	- Telephone Lineman	24.55
23960	- Welder, Combination, Maintenance	17.41
23965	- Well Driller	17.41
23970	- Woodcraft Worker	18.90
23980	- Woodworker	13.97
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	10.22
24580	- Child Care Center Clerk	13.07
24610	- Chore Aide	8.34
24620	- Family Readiness And Support Services Coordinator	14.48
24630	- Homemaker	16.29
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	20.84
25040	- Sewage Plant Operator	16.54
25070	- Stationary Engineer	20.84
25190	- Ventilation Equipment Tender	14.77
25210	- Water Treatment Plant Operator	16.54
27000	- Protective Service Occupations	
27004	- Alarm Monitor	13.51
27007	- Baggage Inspector	11.40
27008	- Corrections Officer	12.86
27010	- Court Security Officer	16.43
27030	- Detection Dog Handler	13.80
27040	- Detention Officer	12.86
27070	- Firefighter	19.43
27101	- Guard I	11.40
27102	- Guard II	13.80
27131	- Police Officer I	18.67
27132	- Police Officer II	20.74
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	11.88
28042	- Carnival Equipment Repairer	12.87
28043	- Carnival Worker	8.97
28210	- Gate Attendant/Gate Tender	14.00
28310	- Lifeguard	11.48
28350	- Park Attendant (Aide)	15.66
28510	- Recreation Aide/Health Facility Attendant	11.44
28515	- Recreation Specialist	17.14
28630	- Sports Official	12.47
28690	- Swimming Pool Operator	15.68
29000	- Stevedoring/Longshoremen Occupational Services	

29010	- Blocker And Bracer	17.55
29020	- Hatch Tender	17.55
29030	- Line Handler	17.55
29041	- Stevedore I	16.72
29042	- Stevedore II	18.49
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	17.97
30022	- Archeological Technician II	20.87
30023	- Archeological Technician III	25.85
30030	- Cartographic Technician	25.85
30040	- Civil Engineering Technician	23.31
30061	- Drafter/CAD Operator I	17.97
30062	- Drafter/CAD Operator II	20.87
30063	- Drafter/CAD Operator III	23.28
30064	- Drafter/CAD Operator IV	28.64
30081	- Engineering Technician I	17.13
30082	- Engineering Technician II	19.23
30083	- Engineering Technician III	21.51
30084	- Engineering Technician IV	26.65
30085	- Engineering Technician V	32.59
30086	- Engineering Technician VI	39.44
30090	- Environmental Technician	19.54
30210	- Laboratory Technician	23.28
30240	- Mathematical Technician	25.85
30361	- Paralegal/Legal Assistant I	18.26
30362	- Paralegal/Legal Assistant II	21.08
30363	- Paralegal/Legal Assistant III	24.49
30364	- Paralegal/Legal Assistant IV	31.22
30390	- Photo-Optics Technician	25.85
30461	- Technical Writer I	21.14
30462	- Technical Writer II	25.86
30463	- Technical Writer III	31.27
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)	23.28
Surface Programs		
30621	- Weather Observer, Senior (see 2)	25.85
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	9.70
31030	- Bus Driver	13.09
31043	- Driver Courier	11.85
31260	- Parking and Lot Attendant	8.14
31290	- Shuttle Bus Driver	12.58
31310	- Taxi Driver	9.57
31361	- Truckdriver, Light	12.58
31362	- Truckdriver, Medium	13.35
31363	- Truckdriver, Heavy	18.54
31364	- Truckdriver, Tractor-Trailer	18.54
99000	- Miscellaneous Occupations	
99030	- Cashier	8.02
99050	- Desk Clerk	10.22
99095	- Embalmer	22.74
99251	- Laboratory Animal Caretaker I	9.55
99252	- Laboratory Animal Caretaker II	10.15
99310	- Mortician	22.74
99410	- Pest Controller	14.80
99510	- Photofinishing Worker	10.02
99710	- Recycling Laborer	12.34
99711	- Recycling Specialist	14.05
99730	- Refuse Collector	11.84
99810	- Sales Clerk	12.10
99820	- School Crossing Guard	9.01
99830	- Survey Party Chief	22.23
99831	- Surveying Aide	13.20
99832	- Surveying Technician	20.88
99840	- Vending Machine Attendant	12.74
99841	- Vending Machine Repairer	15.68
99842	- Vending Machine Repairer Helper	12.74

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 5 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. (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) 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.

**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.