
REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Daniel W. Simms Division of
Director Wage Determinations

Wage Determination No.: 2005-2449
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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.

States: New Jersey, Pennsylvania

Area: New Jersey Counties of Burlington, Camden, Gloucester
Pennsylvania Counties of Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.53
01012 - Accounting Clerk II		16.31
01013 - Accounting Clerk III		18.24
01020 - Administrative Assistant		27.42
01040 - Court Reporter		21.74
01051 - Data Entry Operator I		14.22
01052 - Data Entry Operator II		15.51
01060 - Dispatcher, Motor Vehicle		17.92
01070 - Document Preparation Clerk		13.66
01090 - Duplicating Machine Operator		13.66
01111 - General Clerk I		13.45
01112 - General Clerk II		14.68
01113 - General Clerk III		16.48
01120 - Housing Referral Assistant		24.11
01141 - Messenger Courier		12.91
01191 - Order Clerk I		14.81
01192 - Order Clerk II		15.68
01261 - Personnel Assistant (Employment) I		16.56
01262 - Personnel Assistant (Employment) II		18.52
01263 - Personnel Assistant (Employment) III		20.64
01270 - Production Control Clerk		22.74
01280 - Receptionist		14.72
01290 - Rental Clerk		16.83
01300 - Scheduler, Maintenance		17.52
01311 - Secretary I		19.12
01312 - Secretary II		21.84
01313 - Secretary III		24.11
01320 - Service Order Dispatcher		16.76
01410 - Supply Technician		27.02
01420 - Survey Worker		17.92
01531 - Travel Clerk I		13.42
01532 - Travel Clerk II		14.10
01533 - Travel Clerk III		15.03
01611 - Word Processor I		15.91
01612 - Word Processor II		17.86
01613 - Word Processor III		19.98
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		22.83
05010 - Automotive Electrician		22.03
05040 - Automotive Glass Installer		20.34
05070 - Automotive Worker		21.11
05110 - Mobile Equipment Servicer		19.63
05130 - Motor Equipment Metal Mechanic		22.81
05160 - Motor Equipment Metal Worker		21.22
05190 - Motor Vehicle Mechanic		22.83
05220 - Motor Vehicle Mechanic Helper		18.71
05250 - Motor Vehicle Upholstery Worker		20.54

05280	- Motor Vehicle Wrecker	21.22
05310	- Painter, Automotive	22.14
05340	- Radiator Repair Specialist	21.22
05370	- Tire Repairer	14.89
05400	- Transmission Repair Specialist	23.49
07000	- Food Preparation And Service Occupations	
07010	- Baker	13.05
07041	- Cook I	12.99
07042	- Cook II	13.84
07070	- Dishwasher	9.76
07130	- Food Service Worker	11.55
07210	- Meat Cutter	17.30
07260	- Waiter/Waitress	10.10
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	19.40
09040	- Furniture Handler	17.39
09080	- Furniture Refinisher	22.85
09090	- Furniture Refinisher Helper	19.50
09110	- Furniture Repairer, Minor	21.21
09130	- Upholsterer	19.41
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	12.81
11060	- Elevator Operator	12.33
11090	- Gardener	16.09
11122	- Housekeeping Aide	12.81
11150	- Janitor	12.81
11210	- Laborer, Grounds Maintenance	13.67
11240	- Maid or Houseman	11.29
11260	- Pruner	12.83
11270	- Tractor Operator	15.33
11330	- Trail Maintenance Worker	13.76
11360	- Window Cleaner	13.61
12000	- Health Occupations	
12010	- Ambulance Driver	17.48
12011	- Breath Alcohol Technician	20.44
12012	- Certified Occupational Therapist Assistant	22.91
12015	- Certified Physical Therapist Assistant	22.60
12020	- Dental Assistant	18.36
12025	- Dental Hygienist	32.95
12030	- EKG Technician	30.31
12035	- Electroneurodiagnostic Technologist	30.31
12040	- Emergency Medical Technician	17.48
12071	- Licensed Practical Nurse I	20.15
12072	- Licensed Practical Nurse II	22.05
12073	- Licensed Practical Nurse III	24.57
12100	- Medical Assistant	14.97
12130	- Medical Laboratory Technician	21.17
12160	- Medical Record Clerk	15.47
12190	- Medical Record Technician	17.00
12195	- Medical Transcriptionist	17.02
12210	- Nuclear Medicine Technologist	34.99
12221	- Nursing Assistant I	10.52
12222	- Nursing Assistant II	11.83
12223	- Nursing Assistant III	12.91
12224	- Nursing Assistant IV	14.49
12235	- Optical Dispenser	21.62
12236	- Optical Technician	16.60
12250	- Pharmacy Technician	15.13
12280	- Phlebotomist	14.49
12305	- Radiologic Technologist	28.02
12311	- Registered Nurse I	29.51
12312	- Registered Nurse II	32.76
12313	- Registered Nurse II, Specialist	32.76
12314	- Registered Nurse III	39.32
12315	- Registered Nurse III, Anesthetist	39.32
12316	- Registered Nurse IV	47.11
12317	- Scheduler (Drug and Alcohol Testing)	23.50
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	21.74
13012	- Exhibits Specialist II	28.77
13013	- Exhibits Specialist III	35.16
13041	- Illustrator I	22.94
13042	- Illustrator II	30.61
13043	- Illustrator III	37.43
13047	- Librarian	31.00
13050	- Library Aide/Clerk	16.83
13054	- Library Information Technology Systems Administrator	27.98
13058	- Library Technician	17.62
13061	- Media Specialist I	18.35
13062	- Media Specialist II	20.52

13063	- Media Specialist III	22.88
13071	- Photographer I	17.96
13072	- Photographer II	19.97
13073	- Photographer III	25.04
13074	- Photographer IV	30.62
13075	- Photographer V	37.06
13110	- Video Teleconference Technician	22.29
14000	- Information Technology Occupations	
14041	- Computer Operator I	18.50
14042	- Computer Operator II	20.70
14043	- Computer Operator III	23.06
14044	- Computer Operator IV	25.64
14045	- Computer Operator V	28.39
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	18.50
14160	- Personal Computer Support Technician	25.64
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	33.14
15020	- Aircrew Training Devices Instructor (Rated)	40.11
15030	- Air Crew Training Devices Instructor (Pilot)	48.06
15050	- Computer Based Training Specialist / Instructor	33.14
15060	- Educational Technologist	30.33
15070	- Flight Instructor (Pilot)	48.06
15080	- Graphic Artist	24.99
15090	- Technical Instructor	24.41
15095	- Technical Instructor/Course Developer	29.85
15110	- Test Proctor	19.71
15120	- Tutor	19.71
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.77
16030	- Counter Attendant	9.77
16040	- Dry Cleaner	12.76
16070	- Finisher, Flatwork, Machine	9.77
16090	- Presser, Hand	9.77
16110	- Presser, Machine, Drycleaning	9.77
16130	- Presser, Machine, Shirts	9.77
16160	- Presser, Machine, Wearing Apparel, Laundry	9.77
16190	- Sewing Machine Operator	13.65
16220	- Tailor	14.52
16250	- Washer, Machine	10.80
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	20.24
19040	- Tool And Die Maker	24.23
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	19.21
21030	- Material Coordinator	20.91
21040	- Material Expediter	20.91
21050	- Material Handling Laborer	13.92
21071	- Order Filler	13.88
21080	- Production Line Worker (Food Processing)	19.21
21110	- Shipping Packer	16.45
21130	- Shipping/Receiving Clerk	16.45
21140	- Store Worker I	16.93
21150	- Stock Clerk	19.11
21210	- Tools And Parts Attendant	19.21
21410	- Warehouse Specialist	19.21
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	26.75
23021	- Aircraft Mechanic I	25.74
23022	- Aircraft Mechanic II	26.75
23023	- Aircraft Mechanic III	28.12
23040	- Aircraft Mechanic Helper	20.97
23050	- Aircraft, Painter	21.66
23060	- Aircraft Servicer	22.92
23080	- Aircraft Worker	23.95
23110	- Appliance Mechanic	21.01
23120	- Bicycle Repairer	15.11
23125	- Cable Splicer	34.08
23130	- Carpenter, Maintenance	24.40
23140	- Carpet Layer	22.57
23160	- Electrician, Maintenance	29.02
23181	- Electronics Technician Maintenance I	25.72
23182	- Electronics Technician Maintenance II	27.03
23183	- Electronics Technician Maintenance III	27.92
23260	- Fabric Worker	21.87

23290	- Fire Alarm System Mechanic	23.71
23310	- Fire Extinguisher Repairer	22.72
23311	- Fuel Distribution System Mechanic	26.86
23312	- Fuel Distribution System Operator	23.17
23370	- General Maintenance Worker	21.37
23380	- Ground Support Equipment Mechanic	25.74
23381	- Ground Support Equipment Servicer	22.92
23382	- Ground Support Equipment Worker	23.95
23391	- Gunsmith I	22.07
23392	- Gunsmith II	23.77
23393	- Gunsmith III	25.51
23410	- Heating, Ventilation And Air-Conditioning Mechanic	25.17
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	26.15
23430	- Heavy Equipment Mechanic	24.33
23440	- Heavy Equipment Operator	27.08
23460	- Instrument Mechanic	25.03
23465	- Laboratory/Shelter Mechanic	24.64
23470	- Laborer	15.83
23510	- Locksmith	23.29
23530	- Machinery Maintenance Mechanic	24.32
23550	- Machinist, Maintenance	21.24
23580	- Maintenance Trades Helper	18.52
23591	- Metrology Technician I	25.03
23592	- Metrology Technician II	26.01
23593	- Metrology Technician III	26.83
23640	- Millwright	25.21
23710	- Office Appliance Repairer	23.06
23760	- Painter, Maintenance	21.97
23790	- Pipefitter, Maintenance	30.24
23810	- Plumber, Maintenance	26.56
23820	- Pneudraulic Systems Mechanic	25.51
23850	- Rigger	25.51
23870	- Scale Mechanic	23.77
23890	- Sheet-Metal Worker, Maintenance	26.51
23910	- Small Engine Mechanic	18.79
23931	- Telecommunications Mechanic I	25.91
23932	- Telecommunications Mechanic II	26.92
23950	- Telephone Lineman	28.29
23960	- Welder, Combination, Maintenance	20.91
23965	- Well Driller	23.53
23970	- Woodcraft Worker	25.51
23980	- Woodworker	19.14
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	12.00
24580	- Child Care Center Clerk	14.96
24610	- Chore Aide	11.62
24620	- Family Readiness And Support Services Coordinator	14.06
24630	- Homemaker	14.79
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	22.73
25040	- Sewage Plant Operator	22.47
25070	- Stationary Engineer	22.73
25190	- Ventilation Equipment Tender	18.74
25210	- Water Treatment Plant Operator	22.47
27000	- Protective Service Occupations	
27004	- Alarm Monitor	20.30
27007	- Baggage Inspector	13.48
27008	- Corrections Officer	24.29
27010	- Court Security Officer	27.70
27030	- Detection Dog Handler	18.81
27040	- Detention Officer	24.29
27070	- Firefighter	27.25
27101	- Guard I	13.48
27102	- Guard II	18.81
27131	- Police Officer I	28.28
27132	- Police Officer II	31.43
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	11.46
28042	- Carnival Equipment Repairer	12.02
28043	- Carnival Equipment Worker	9.59
28210	- Gate Attendant/Gate Tender	16.04
28310	- Lifeguard	12.78
28350	- Park Attendant (Aide)	17.94
28510	- Recreation Aide/Health Facility Attendant	11.54
28515	- Recreation Specialist	22.22
28630	- Sports Official	14.29
28690	- Swimming Pool Operator	17.23
29000	- Stevedoring/Longshoremen Occupational Services	

29010	- Blocker And Bracer	24.30
29020	- Hatch Tender	24.30
29030	- Line Handler	24.30
29041	- Stevedore I	23.38
29042	- Stevedore II	25.20
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	38.17
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	26.31
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.98
30021	- Archeological Technician I	20.33
30022	- Archeological Technician II	22.75
30023	- Archeological Technician III	28.18
30030	- Cartographic Technician	28.27
30040	- Civil Engineering Technician	26.15
30061	- Drafter/CAD Operator I	20.33
30062	- Drafter/CAD Operator II	22.75
30063	- Drafter/CAD Operator III	25.36
30064	- Drafter/CAD Operator IV	31.21
30081	- Engineering Technician I	18.23
30082	- Engineering Technician II	20.47
30083	- Engineering Technician III	23.23
30084	- Engineering Technician IV	28.83
30085	- Engineering Technician V	35.18
30086	- Engineering Technician VI	42.58
30090	- Environmental Technician	21.49
30210	- Laboratory Technician	25.35
30240	- Mathematical Technician	28.18
30361	- Paralegal/Legal Assistant I	19.08
30362	- Paralegal/Legal Assistant II	23.64
30363	- Paralegal/Legal Assistant III	28.92
30364	- Paralegal/Legal Assistant IV	34.64
30390	- Photo-Optics Technician	28.18
30461	- Technical Writer I	21.76
30462	- Technical Writer II	26.62
30463	- Technical Writer III	34.22
30491	- Unexploded Ordnance (UXO) Technician I	24.25
30492	- Unexploded Ordnance (UXO) Technician II	29.35
30493	- Unexploded Ordnance (UXO) Technician III	35.17
30494	- Unexploded (UXO) Safety Escort	24.25
30495	- Unexploded (UXO) Sweep Personnel	24.25
30620	- Weather Observer, Combined Upper Air Or (see 3)	25.36
Surface Programs		
30621	- Weather Observer, Senior (see 3)	28.18
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	15.22
31030	- Bus Driver	19.16
31043	- Driver Courier	18.13
31260	- Parking and Lot Attendant	10.54
31290	- Shuttle Bus Driver	19.00
31310	- Taxi Driver	12.01
31361	- Truckdriver, Light	19.00
31362	- Truckdriver, Medium	19.28
31363	- Truckdriver, Heavy	19.99
31364	- Truckdriver, Tractor-Trailer	19.99
99000	- Miscellaneous Occupations	
99030	- Cashier	11.80
99050	- Desk Clerk	12.64
99095	- Embalmer	33.77
99251	- Laboratory Animal Caretaker I	11.48
99252	- Laboratory Animal Caretaker II	12.25
99310	- Mortician	34.20
99410	- Pest Controller	17.02
99510	- Photofinishing Worker	14.65
99710	- Recycling Laborer	18.72
99711	- Recycling Specialist	21.14
99730	- Refuse Collector	17.57
99810	- Sales Clerk	12.43
99820	- School Crossing Guard	11.48
99830	- Survey Party Chief	20.60
99831	- Surveying Aide	12.23
99832	- Surveying Technician	18.07
99840	- Vending Machine Attendant	14.45
99841	- Vending Machine Repairer	16.98
99842	- Vending Machine Repairer Helper	14.45

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. (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) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordinance, 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 ordinance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordinance, (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.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or

notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.