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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
Director

Division of
Wage Determinations

Wage Determination No.: 2015-2111
Revision No.: 2
Date Of Revision: 02/25/2017

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.

State: Florida

Area: Florida Counties of Martin, Palm Beach, St Lucie

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.11
01012 - Accounting Clerk II		16.74
01013 - Accounting Clerk III		18.73
01020 - Administrative Assistant		22.64
01035 - Court Reporter		18.82
01051 - Data Entry Operator I		12.92
01052 - Data Entry Operator II		14.09
01060 - Dispatcher, Motor Vehicle		17.16
01070 - Document Preparation Clerk		12.67
01090 - Duplicating Machine Operator		12.67
01111 - General Clerk I		12.62
01112 - General Clerk II		13.88
01113 - General Clerk III		15.59
01120 - Housing Referral Assistant		20.88
01141 - Messenger Courier		12.39
01191 - Order Clerk I		12.71
01192 - Order Clerk II		13.86
01261 - Personnel Assistant (Employment) I		15.88
01262 - Personnel Assistant (Employment) II		17.90
01263 - Personnel Assistant (Employment) III		20.30
01270 - Production Control Clerk		20.00
01290 - Rental Clerk		14.93
01300 - Scheduler, Maintenance		16.74
01311 - Secretary I		16.74
01312 - Secretary II		18.73
01313 - Secretary III		20.88
01320 - Service Order Dispatcher		15.35
01410 - Supply Technician		23.21
01420 - Survey Worker		18.82
01460 - Switchboard Operator/Receptionist		13.44
01531 - Travel Clerk I		12.57
01532 - Travel Clerk II		13.48
01533 - Travel Clerk III		14.33
01611 - Word Processor I		13.30
01612 - Word Processor II		14.93
01613 - Word Processor III		16.71
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		17.74
05010 - Automotive Electrician		16.61
05040 - Automotive Glass Installer		15.52

05070 - Automotive Worker	15.52
05110 - Mobile Equipment Servicer	13.34
05130 - Motor Equipment Metal Mechanic	17.56
05160 - Motor Equipment Metal Worker	15.52
05190 - Motor Vehicle Mechanic	17.68
05220 - Motor Vehicle Mechanic Helper	12.24
05250 - Motor Vehicle Upholstery Worker	14.42
05280 - Motor Vehicle Wrecker	15.52
05310 - Painter, Automotive	16.62
05340 - Radiator Repair Specialist	15.52
05370 - Tire Repairer	11.60
05400 - Transmission Repair Specialist	17.56
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.65
07041 - Cook I	11.08
07042 - Cook II	12.90
07070 - Dishwasher	8.72
07130 - Food Service Worker	9.89
07210 - Meat Cutter	12.75
07260 - Waiter/Waitress	9.85
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.98
09040 - Furniture Handler	9.80
09080 - Furniture Refinisher	14.98
09090 - Furniture Refinisher Helper	11.03
09110 - Furniture Repairer, Minor	13.00
09130 - Upholsterer	16.48
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.80
11060 - Elevator Operator	10.39
11090 - Gardener	15.29
11122 - Housekeeping Aide	10.39
11150 - Janitor	10.39
11210 - Laborer, Grounds Maintenance	11.40
11240 - Maid or Houseman	9.59
11260 - Pruner	9.93
11270 - Tractor Operator	14.36
11330 - Trail Maintenance Worker	11.40
11360 - Window Cleaner	11.94
12000 - Health Occupations	
12010 - Ambulance Driver	15.34
12011 - Breath Alcohol Technician	17.33
12012 - Certified Occupational Therapist Assistant	26.46
12015 - Certified Physical Therapist Assistant	24.15
12020 - Dental Assistant	15.13
12025 - Dental Hygienist	31.91
12030 - EKG Technician	22.01
12035 - Electroneurodiagnostic Technologist	22.01
12040 - Emergency Medical Technician	15.34
12071 - Licensed Practical Nurse I	15.49
12072 - Licensed Practical Nurse II	17.33
12073 - Licensed Practical Nurse III	19.32
12100 - Medical Assistant	15.38
12130 - Medical Laboratory Technician	17.89
12160 - Medical Record Clerk	13.95
12190 - Medical Record Technician	15.38
12195 - Medical Transcriptionist	15.86
12210 - Nuclear Medicine Technologist	34.45
12221 - Nursing Assistant I	10.55
12222 - Nursing Assistant II	11.87
12223 - Nursing Assistant III	12.95
12224 - Nursing Assistant IV	14.87
12235 - Optical Dispenser	17.57
12236 - Optical Technician	15.24
12250 - Pharmacy Technician	15.81
12280 - Phlebotomist	14.87
12305 - Radiologic Technologist	25.46
12311 - Registered Nurse I	26.32
12312 - Registered Nurse II	29.80
12313 - Registered Nurse II, Specialist	29.80
12314 - Registered Nurse III	36.04

12315 - Registered Nurse III, Anesthetist	36.04
12316 - Registered Nurse IV	43.22
12317 - Scheduler (Drug and Alcohol Testing)	19.28
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.30
13012 - Exhibits Specialist II	23.54
13013 - Exhibits Specialist III	28.80
13041 - Illustrator I	20.64
13042 - Illustrator II	25.57
13043 - Illustrator III	30.22
13047 - Librarian	30.39
13050 - Library Aide/Clerk	12.37
13054 - Library Information Technology Systems Administrator	26.99
13058 - Library Technician	16.53
13061 - Media Specialist I	16.17
13062 - Media Specialist II	18.41
13063 - Media Specialist III	20.54
13071 - Photographer I	15.46
13072 - Photographer II	17.30
13073 - Photographer III	21.43
13074 - Photographer IV	26.21
13075 - Photographer V	31.70
13110 - Video Teleconference Technician	16.88
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.41
14042 - Computer Operator II	18.36
14043 - Computer Operator III	20.47
14044 - Computer Operator IV	22.75
14045 - Computer Operator V	25.19
14071 - Computer Programmer I	(see 1) 22.63
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	16.41
14160 - Personal Computer Support Technician	22.75
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	31.48
15020 - Aircrew Training Devices Instructor (Rated)	38.08
15030 - Air Crew Training Devices Instructor (Pilot)	41.70
15050 - Computer Based Training Specialist / Instructor	31.48
15060 - Educational Technologist	26.06
15070 - Flight Instructor (Pilot)	41.70
15080 - Graphic Artist	23.71
15090 - Technical Instructor	21.38
15095 - Technical Instructor/Course Developer	26.16
15110 - Test Proctor	17.26
15120 - Tutor	17.26
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.62
16030 - Counter Attendant	9.62
16040 - Dry Cleaner	11.86
16070 - Finisher, Flatwork, Machine	9.62
16090 - Presser, Hand	9.62
16110 - Presser, Machine, Drycleaning	9.62
16130 - Presser, Machine, Shirts	9.62
16160 - Presser, Machine, Wearing Apparel, Laundry	9.62
16190 - Sewing Machine Operator	12.52
16220 - Tailor	13.18
16250 - Washer, Machine	10.41
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.51
19040 - Tool And Die Maker	22.29
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.81
21030 - Material Coordinator	19.02
21040 - Material Expediter	19.02
21050 - Material Handling Laborer	12.17

21071 - Order Filler	11.60
21080 - Production Line Worker (Food Processing)	14.81
21110 - Shipping Packer	14.81
21130 - Shipping/Receiving Clerk	14.81
21140 - Store Worker I	9.45
21150 - Stock Clerk	14.43
21210 - Tools And Parts Attendant	14.81
21410 - Warehouse Specialist	14.81
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.81
23021 - Aircraft Mechanic I	23.31
23022 - Aircraft Mechanic II	24.81
23023 - Aircraft Mechanic III	26.28
23040 - Aircraft Mechanic Helper	15.59
23050 - Aircraft, Painter	18.88
23060 - Aircraft Servicer	18.80
23080 - Aircraft Worker	20.33
23110 - Appliance Mechanic	18.53
23120 - Bicycle Repairer	11.60
23125 - Cable Splicer	24.61
23130 - Carpenter, Maintenance	17.55
23140 - Carpet Layer	17.51
23160 - Electrician, Maintenance	19.25
23181 - Electronics Technician Maintenance I	21.43
23182 - Electronics Technician Maintenance II	26.58
23183 - Electronics Technician Maintenance III	29.81
23260 - Fabric Worker	17.63
23290 - Fire Alarm System Mechanic	18.04
23310 - Fire Extinguisher Repairer	14.71
23311 - Fuel Distribution System Mechanic	18.65
23312 - Fuel Distribution System Operator	13.82
23370 - General Maintenance Worker	16.44
23380 - Ground Support Equipment Mechanic	23.31
23381 - Ground Support Equipment Servicer	18.80
23382 - Ground Support Equipment Worker	20.33
23391 - Gunsmith I	14.71
23392 - Gunsmith II	17.40
23393 - Gunsmith III	19.85
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.01
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.23
23430 - Heavy Equipment Mechanic	19.94
23440 - Heavy Equipment Operator	19.18
23460 - Instrument Mechanic	21.09
23465 - Laboratory/Shelter Mechanic	18.62
23470 - Laborer	11.51
23510 - Locksmith	17.22
23530 - Machinery Maintenance Mechanic	22.48
23550 - Machinist, Maintenance	18.00
23580 - Maintenance Trades Helper	13.90
23591 - Metrology Technician I	21.09
23592 - Metrology Technician II	22.74
23593 - Metrology Technician III	23.86
23640 - Millwright	21.19
23710 - Office Appliance Repairer	17.94
23760 - Painter, Maintenance	17.51
23790 - Pipefitter, Maintenance	20.20
23810 - Plumber, Maintenance	19.23
23820 - Pneudraulic Systems Mechanic	19.85
23850 - Rigger	19.85
23870 - Scale Mechanic	17.40
23890 - Sheet-Metal Worker, Maintenance	18.24
23910 - Small Engine Mechanic	15.52
23931 - Telecommunications Mechanic I	23.36
23932 - Telecommunications Mechanic II	25.46
23950 - Telephone Lineman	20.79
23960 - Welder, Combination, Maintenance	18.69
23965 - Well Driller	18.71
23970 - Woodcraft Worker	19.85
23980 - Woodworker	14.71

24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.49
24580 - Child Care Center Clerk	15.33
24610 - Chore Aide	9.40
24620 - Family Readiness And Support Services Coordinator	14.45
24630 - Homemaker	17.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.01
25040 - Sewage Plant Operator	20.16
25070 - Stationary Engineer	19.01
25190 - Ventilation Equipment Tender	12.86
25210 - Water Treatment Plant Operator	20.16
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.47
27007 - Baggage Inspector	10.61
27008 - Corrections Officer	25.15
27010 - Court Security Officer	28.50
27030 - Detection Dog Handler	18.11
27040 - Detention Officer	25.15
27070 - Firefighter	26.09
27101 - Guard I	10.61
27102 - Guard II	18.11
27131 - Police Officer I	30.90
27132 - Police Officer II	34.34
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.37
28042 - Carnival Equipment Repairer	14.74
28043 - Carnival Worker	9.40
28210 - Gate Attendant/Gate Tender	14.63
28310 - Lifeguard	13.49
28350 - Park Attendant (Aide)	16.39
28510 - Recreation Aide/Health Facility Attendant	11.96
28515 - Recreation Specialist	19.57
28630 - Sports Official	13.04
28690 - Swimming Pool Operator	17.92
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	21.65
29020 - Hatch Tender	21.65
29030 - Line Handler	21.65
29041 - Stevedore I	20.86
29042 - Stevedore II	24.35
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	37.85
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.10
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.74
30021 - Archeological Technician I	15.98
30022 - Archeological Technician II	18.25
30023 - Archeological Technician III	24.98
30030 - Cartographic Technician	25.86
30040 - Civil Engineering Technician	23.88
30061 - Drafter/CAD Operator I	18.66
30062 - Drafter/CAD Operator II	20.89
30063 - Drafter/CAD Operator III	23.28
30064 - Drafter/CAD Operator IV	28.66
30081 - Engineering Technician I	18.79
30082 - Engineering Technician II	21.92
30083 - Engineering Technician III	24.53
30084 - Engineering Technician IV	29.22
30085 - Engineering Technician V	35.73
30086 - Engineering Technician VI	41.29
30090 - Environmental Technician	20.88
30210 - Laboratory Technician	18.62
30240 - Mathematical Technician	25.86
30361 - Paralegal/Legal Assistant I	17.91
30362 - Paralegal/Legal Assistant II	22.18
30363 - Paralegal/Legal Assistant III	27.14
30364 - Paralegal/Legal Assistant IV	32.83
30390 - Photo-Optics Technician	25.86
30461 - Technical Writer I	23.25
30462 - Technical Writer II	28.46

30463 - Technical Writer III	32.87
30491 - Unexploded Ordnance (UXO) Technician I	24.06
30492 - Unexploded Ordnance (UXO) Technician II	29.10
30493 - Unexploded Ordnance (UXO) Technician III	34.89
30494 - Unexploded (UXO) Safety Escort	24.06
30495 - Unexploded (UXO) Sweep Personnel	24.06
30620 - Weather Observer, Combined Upper Air Or (see 2)	23.28
Surface Programs	
30621 - Weather Observer, Senior (see 2)	25.86
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.78
31030 - Bus Driver	14.86
31043 - Driver Courier	14.92
31260 - Parking and Lot Attendant	9.46
31290 - Shuttle Bus Driver	16.45
31310 - Taxi Driver	11.02
31361 - Truckdriver, Light	16.45
31362 - Truckdriver, Medium	17.99
31363 - Truckdriver, Heavy	19.54
31364 - Truckdriver, Tractor-Trailer	19.54
99000 - Miscellaneous Occupations	
99030 - Cashier	9.31
99050 - Desk Clerk	10.67
99095 - Embalmer	21.54
99251 - Laboratory Animal Caretaker I	10.75
99252 - Laboratory Animal Caretaker II	11.86
99310 - Mortician	24.52
99410 - Pest Controller	14.26
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	15.31
99711 - Recycling Specialist	19.30
99730 - Refuse Collector	13.33
99810 - Sales Clerk	12.58
99820 - School Crossing Guard	11.80
99830 - Survey Party Chief	18.42
99831 - Surveying Aide	11.12
99832 - Surveying Technician	16.78
99840 - Vending Machine Attendant	11.67
99841 - Vending Machine Repairer	14.81
99842 - Vending Machine Repairer Helper	11.66

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.

**** 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.