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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

Diane C. Koplewski Division of  
Director Wage Determinations

Wage Determination No.: 2005-2285  
Revision No.: 11  
Date Of Revision: 06/13/2012

States: Minnesota, Wisconsin

Area: Minnesota Counties of Aitkin, Becker, Beltrami, Carlton, Cass, Clay, Clearwater, Cook, Crow Wing, Hubbard, Itasca, Kanabec, Kittson, Koochiching, Lake, Lake of The Woo, Mahnommen, Marshall, Norman, Otter Tail, Pennington, Pine, Polk, Red Lake, Roseau, St Louis, Wadena, Wilkin  
Wisconsin Counties of Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Taylor, Washburn

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.79
01012 - Accounting Clerk II		16.60
01013 - Accounting Clerk III		18.56
01020 - Administrative Assistant		20.26
01040 - Court Reporter		18.20
01051 - Data Entry Operator I		12.27
01052 - Data Entry Operator II		13.46
01060 - Dispatcher, Motor Vehicle		19.01
01070 - Document Preparation Clerk		14.78
01090 - Duplicating Machine Operator		14.78
01111 - General Clerk I		11.51
01112 - General Clerk II		12.56
01113 - General Clerk III		14.09
01120 - Housing Referral Assistant		20.30
01141 - Messenger Courier		12.25
01191 - Order Clerk I		14.05
01192 - Order Clerk II		15.19
01261 - Personnel Assistant (Employment) I		16.05
01262 - Personnel Assistant (Employment) II		17.95
01263 - Personnel Assistant (Employment) III		20.02
01270 - Production Control Clerk		21.13
01280 - Receptionist		11.40
01290 - Rental Clerk		10.60
01300 - Scheduler, Maintenance		16.27
01311 - Secretary I		16.27
01312 - Secretary II		18.20
01313 - Secretary III		20.30
01320 - Service Order Dispatcher		14.81
01410 - Supply Technician		20.26
01420 - Survey Worker		14.47
01531 - Travel Clerk I		13.72
01532 - Travel Clerk II		14.81
01533 - Travel Clerk III		15.89
01611 - Word Processor I		13.51
01612 - Word Processor II		15.17
01613 - Word Processor III		16.96
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		18.48
05010 - Automotive Electrician		16.89
05040 - Automotive Glass Installer		16.40
05070 - Automotive Worker		16.40

05110 - Mobile Equipment Servicer	14.99
05130 - Motor Equipment Metal Mechanic	17.42
05160 - Motor Equipment Metal Worker	16.40
05190 - Motor Vehicle Mechanic	17.16
05220 - Motor Vehicle Mechanic Helper	15.87
05250 - Motor Vehicle Upholstery Worker	15.58
05280 - Motor Vehicle Wrecker	16.40
05310 - Painter, Automotive	16.63
05340 - Radiator Repair Specialist	16.40
05370 - Tire Repairer	13.24
05400 - Transmission Repair Specialist	17.42
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.34
07041 - Cook I	10.76
07042 - Cook II	11.58
07070 - Dishwasher	7.94
07130 - Food Service Worker	10.69
07210 - Meat Cutter	17.76
07260 - Waiter/Waitress	9.38
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.84
09040 - Furniture Handler	12.26
09080 - Furniture Refinisher	17.84
09090 - Furniture Refinisher Helper	14.60
09110 - Furniture Repairer, Minor	15.77
09130 - Upholsterer	17.84
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.29
11060 - Elevator Operator	10.96
11090 - Gardener	13.39
11122 - Housekeeping Aide	10.96
11150 - Janitor	11.09
11210 - Laborer, Grounds Maintenance	12.45
11240 - Maid or Houseman	10.24
11260 - Pruner	10.55
11270 - Tractor Operator	12.20
11330 - Trail Maintenance Worker	12.45
11360 - Window Cleaner	11.65
12000 - Health Occupations	
12010 - Ambulance Driver	12.63
12011 - Breath Alcohol Technician	16.85
12012 - Certified Occupational Therapist Assistant	18.69
12015 - Certified Physical Therapist Assistant	20.00
12020 - Dental Assistant	17.71
12025 - Dental Hygienist	28.01
12030 - EKG Technician	24.55
12035 - Electroneurodiagnostic Technologist	24.55
12040 - Emergency Medical Technician	12.63
12071 - Licensed Practical Nurse I	14.48
12072 - Licensed Practical Nurse II	16.19
12073 - Licensed Practical Nurse III	18.06
12100 - Medical Assistant	14.00
12130 - Medical Laboratory Technician	19.03
12160 - Medical Record Clerk	15.34
12190 - Medical Record Technician	17.16
12195 - Medical Transcriptionist	16.24
12210 - Nuclear Medicine Technologist	34.98
12221 - Nursing Assistant I	10.66
12222 - Nursing Assistant II	11.98
12223 - Nursing Assistant III	13.07
12224 - Nursing Assistant IV	14.67
12235 - Optical Dispenser	12.84
12236 - Optical Technician	12.93
12250 - Pharmacy Technician	14.21
12280 - Phlebotomist	14.67
12305 - Radiologic Technologist	25.69

12311 - Registered Nurse I	25.14
12312 - Registered Nurse II	29.52
12313 - Registered Nurse II, Specialist	29.52
12314 - Registered Nurse III	35.72
12315 - Registered Nurse III, Anesthetist	35.72
12316 - Registered Nurse IV	42.81
12317 - Scheduler (Drug and Alcohol Testing)	18.97
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.73
13012 - Exhibits Specialist II	21.97
13013 - Exhibits Specialist III	26.87
13041 - Illustrator I	17.73
13042 - Illustrator II	21.97
13043 - Illustrator III	26.87
13047 - Librarian	24.32
13050 - Library Aide/Clerk	12.64
13054 - Library Information Technology Systems Administrator	21.97
13058 - Library Technician	16.20
13061 - Media Specialist I	16.59
13062 - Media Specialist II	18.12
13063 - Media Specialist III	20.20
13071 - Photographer I	15.00
13072 - Photographer II	18.19
13073 - Photographer III	22.54
13074 - Photographer IV	27.57
13075 - Photographer V	33.36
13110 - Video Teleconference Technician	16.28
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.98
14042 - Computer Operator II	17.87
14043 - Computer Operator III	20.92
14044 - Computer Operator IV	23.25
14045 - Computer Operator V	25.73
14071 - Computer Programmer I	(see 1) 19.03
14072 - Computer Programmer II	(see 1) 22.53
14073 - Computer Programmer III	(see 1) 27.36
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	15.98
14160 - Personal Computer Support Technician	25.73
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.96
15020 - Aircrew Training Devices Instructor (Rated)	35.04
15030 - Air Crew Training Devices Instructor (Pilot)	40.44
15050 - Computer Based Training Specialist / Instructor	28.96
15060 - Educational Technologist	29.11
15070 - Flight Instructor (Pilot)	40.44
15080 - Graphic Artist	18.10
15090 - Technical Instructor	19.74
15095 - Technical Instructor/Course Developer	24.15
15110 - Test Proctor	15.93
15120 - Tutor	15.93
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.19
16030 - Counter Attendant	11.19
16040 - Dry Cleaner	14.10
16070 - Finisher, Flatwork, Machine	11.19
16090 - Presser, Hand	11.19
16110 - Presser, Machine, Drycleaning	11.19
16130 - Presser, Machine, Shirts	11.19
16160 - Presser, Machine, Wearing Apparel, Laundry	11.19
16190 - Sewing Machine Operator	14.92
16220 - Tailor	15.77

16250 - Washer, Machine	12.41
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	22.10
19040 - Tool And Die Maker	25.88
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.17
21030 - Material Coordinator	21.13
21040 - Material Expediter	21.13
21050 - Material Handling Laborer	12.63
21071 - Order Filler	10.71
21080 - Production Line Worker (Food Processing)	17.17
21110 - Shipping Packer	15.63
21130 - Shipping/Receiving Clerk	13.77
21140 - Store Worker I	15.63
21150 - Stock Clerk	19.08
21210 - Tools And Parts Attendant	17.17
21410 - Warehouse Specialist	17.17
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.61
23021 - Aircraft Mechanic I	23.44
23022 - Aircraft Mechanic II	24.61
23023 - Aircraft Mechanic III	25.84
23040 - Aircraft Mechanic Helper	20.70
23050 - Aircraft, Painter	22.65
23060 - Aircraft Servicer	21.17
23080 - Aircraft Worker	22.06
23110 - Appliance Mechanic	24.98
23120 - Bicycle Repairer	13.24
23125 - Cable Splicer	27.72
23130 - Carpenter, Maintenance	21.48
23140 - Carpet Layer	22.07
23160 - Electrician, Maintenance	28.31
23181 - Electronics Technician Maintenance I	26.05
23182 - Electronics Technician Maintenance II	26.81
23183 - Electronics Technician Maintenance III	27.67
23260 - Fabric Worker	21.08
23290 - Fire Alarm System Mechanic	23.44
23310 - Fire Extinguisher Repairer	19.98
23311 - Fuel Distribution System Mechanic	24.50
23312 - Fuel Distribution System Operator	21.26
23370 - General Maintenance Worker	17.89
23380 - Ground Support Equipment Mechanic	23.44
23381 - Ground Support Equipment Servicer	21.17
23382 - Ground Support Equipment Worker	22.06
23391 - Gunsmith I	19.98
23392 - Gunsmith II	22.07
23393 - Gunsmith III	23.44
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.44
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	24.85
23430 - Heavy Equipment Mechanic	23.73
23440 - Heavy Equipment Operator	23.09
23460 - Instrument Mechanic	23.44
23465 - Laboratory/Shelter Mechanic	22.72
23470 - Laborer	12.63
23510 - Locksmith	23.44
23530 - Machinery Maintenance Mechanic	22.84
23550 - Machinist, Maintenance	18.85
23580 - Maintenance Trades Helper	16.62
23591 - Metrology Technician I	23.44
23592 - Metrology Technician II	24.16
23593 - Metrology Technician III	24.99
23640 - Millwright	24.38
23710 - Office Appliance Repairer	21.08
23760 - Painter, Maintenance	22.23

23790 - Pipefitter, Maintenance	29.07
23810 - Plumber, Maintenance	24.55
23820 - Pneudraulic Systems Mechanic	23.44
23850 - Rigger	23.44
23870 - Scale Mechanic	22.07
23890 - Sheet-Metal Worker, Maintenance	26.47
23910 - Small Engine Mechanic	17.88
23931 - Telecommunications Mechanic I	26.45
23932 - Telecommunications Mechanic II	27.27
23950 - Telephone Lineman	23.44
23960 - Welder, Combination, Maintenance	19.95
23965 - Well Driller	21.56
23970 - Woodcraft Worker	23.44
23980 - Woodworker	18.65
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.20
24580 - Child Care Center Clerk	13.95
24610 - Chore Aide	10.81
24620 - Family Readiness And Support Services Coordinator	12.95
24630 - Homemaker	17.83
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.17
25040 - Sewage Plant Operator	23.08
25070 - Stationary Engineer	23.17
25190 - Ventilation Equipment Tender	18.84
25210 - Water Treatment Plant Operator	23.08
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.47
27007 - Baggage Inspector	11.27
27008 - Corrections Officer	21.97
27010 - Court Security Officer	20.42
27030 - Detection Dog Handler	14.85
27040 - Detention Officer	21.97
27070 - Firefighter	16.27
27101 - Guard I	11.27
27102 - Guard II	14.85
27131 - Police Officer I	23.38
27132 - Police Officer II	25.97
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.28
28042 - Carnival Equipment Repairer	10.73
28043 - Carnival Equipment Worker	9.09
28210 - Gate Attendant/Gate Tender	13.80
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	15.43
28510 - Recreation Aide/Health Facility Attendant	11.27
28515 - Recreation Specialist	15.51
28630 - Sports Official	12.30
28690 - Swimming Pool Operator	13.78
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.80
29020 - Hatch Tender	22.80
29030 - Line Handler	22.80
29041 - Stevedore I	21.78
29042 - Stevedore II	24.36
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	16.56
30022 - Archeological Technician II	18.65
30023 - Archeological Technician III	23.01
30030 - Cartographic Technician	22.89
30040 - Civil Engineering Technician	25.25
30061 - Drafter/CAD Operator I	16.51

30062 - Drafter/CAD Operator II	18.62
30063 - Drafter/CAD Operator III	20.60
30064 - Drafter/CAD Operator IV	25.34
30081 - Engineering Technician I	14.97
30082 - Engineering Technician II	16.80
30083 - Engineering Technician III	18.79
30084 - Engineering Technician IV	23.28
30085 - Engineering Technician V	28.48
30086 - Engineering Technician VI	34.46
30090 - Environmental Technician	21.39
30210 - Laboratory Technician	21.32
30240 - Mathematical Technician	22.89
30361 - Paralegal/Legal Assistant I	18.62
30362 - Paralegal/Legal Assistant II	22.37
30363 - Paralegal/Legal Assistant III	27.38
30364 - Paralegal/Legal Assistant IV	33.12
30390 - Photo-Optics Technician	22.89
30461 - Technical Writer I	21.42
30462 - Technical Writer II	26.19
30463 - Technical Writer III	31.70
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) 19.67
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 22.89
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.34
31030 - Bus Driver	16.93
31043 - Driver Courier	14.34
31260 - Parking and Lot Attendant	12.44
31290 - Shuttle Bus Driver	15.42
31310 - Taxi Driver	15.13
31361 - Truckdriver, Light	15.38
31362 - Truckdriver, Medium	15.99
31363 - Truckdriver, Heavy	19.03
31364 - Truckdriver, Tractor-Trailer	19.03
99000 - Miscellaneous Occupations	
99030 - Cashier	8.39
99050 - Desk Clerk	9.36
99095 - Embalmer	31.81
99251 - Laboratory Animal Caretaker I	11.47
99252 - Laboratory Animal Caretaker II	12.16
99310 - Mortician	31.81
99410 - Pest Controller	14.83
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	15.90
99711 - Recycling Specialist	17.45
99730 - Refuse Collector	15.01
99810 - Sales Clerk	11.04
99820 - School Crossing Guard	12.24
99830 - Survey Party Chief	22.95
99831 - Surveying Aide	15.42
99832 - Surveying Technician	20.16
99840 - Vending Machine Attendant	14.70
99841 - Vending Machine Repairer	16.40
99842 - Vending Machine Repairer Helper	14.78

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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 ordinance, 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 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 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.

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 links 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.