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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.: 2015-4325
Revision No.: 11
Date Of Revision: 07/03/2018

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 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 \$10.35 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 2018. 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: Virginia

Area: Virginia Counties of Danville, Halifax, Pittsylvania

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.67
01012 - Accounting Clerk II		14.23
01013 - Accounting Clerk III		15.92
01020 - Administrative Assistant		23.77
01035 - Court Reporter		15.88
01041 - Customer Service Representative I		10.55
01042 - Customer Service Representative II		11.87
01043 - Customer Service Representative III		12.95
01051 - Data Entry Operator I		11.77
01052 - Data Entry Operator II		12.85
01060 - Dispatcher, Motor Vehicle		17.49
01070 - Document Preparation Clerk		13.62
01090 - Duplicating Machine Operator		13.62
01111 - General Clerk I		11.56
01112 - General Clerk II		12.69
01113 - General Clerk III		14.20
01120 - Housing Referral Assistant		17.70
01141 - Messenger Courier		10.88
01191 - Order Clerk I		11.36
01192 - Order Clerk II		12.40
01261 - Personnel Assistant (Employment) I		14.65
01262 - Personnel Assistant (Employment) II		16.39
01263 - Personnel Assistant (Employment) III		18.27
01270 - Production Control Clerk		22.16
01290 - Rental Clerk		12.47
01300 - Scheduler, Maintenance		14.19
01311 - Secretary I		14.19
01312 - Secretary II		15.88
01313 - Secretary III		17.70
01320 - Service Order Dispatcher		16.40
01410 - Supply Technician		23.77
01420 - Survey Worker		13.87
01460 - Switchboard Operator/Receptionist		12.04
01531 - Travel Clerk I		12.84
01532 - Travel Clerk II		13.64
01533 - Travel Clerk III		14.52
01611 - Word Processor I		12.64
01612 - Word Processor II		14.19
01613 - Word Processor III		15.88
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		17.84
05010 - Automotive Electrician		16.25
05040 - Automotive Glass Installer		15.64
05070 - Automotive Worker		15.64
05110 - Mobile Equipment Servicer		14.32
05130 - Motor Equipment Metal Mechanic		16.87
05160 - Motor Equipment Metal Worker		15.64
05190 - Motor Vehicle Mechanic		16.31
05220 - Motor Vehicle Mechanic Helper		13.42

05250	- Motor Vehicle Upholstery Worker	14.98
05280	- Motor Vehicle Wrecker	15.64
05310	- Painter, Automotive	16.25
05340	- Radiator Repair Specialist	15.64
05370	- Tire Repairer	13.84
05400	- Transmission Repair Specialist	16.87
07000	- Food Preparation And Service Occupations	
07010	- Baker	11.54
07041	- Cook I	10.45
07042	- Cook II	11.79
07070	- Dishwasher	8.97
07130	- Food Service Worker	9.99
07210	- Meat Cutter	14.54
07260	- Waiter/Waitress	8.93
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	17.88
09040	- Furniture Handler	11.54
09080	- Furniture Refinisher	18.15
09090	- Furniture Refinisher Helper	13.42
09110	- Furniture Repairer, Minor	16.01
09130	- Upholsterer	18.15
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	11.54
11060	- Elevator Operator	11.54
11090	- Gardener	13.81
11122	- Housekeeping Aide	9.44
11150	- Janitor	9.44
11210	- Laborer, Grounds Maintenance	11.05
11240	- Maid or Houseman	9.16
11260	- Pruner	10.03
11270	- Tractor Operator	12.91
11330	- Trail Maintenance Worker	11.05
11360	- Window Cleaner	10.40
12000	- Health Occupations	
12010	- Ambulance Driver	14.48
12011	- Breath Alcohol Technician	17.44
12012	- Certified Occupational Therapist Assistant	32.26
12015	- Certified Physical Therapist Assistant	30.19
12020	- Dental Assistant	16.83
12025	- Dental Hygienist	33.18
12030	- EKG Technician	26.43
12035	- Electroneurodiagnostic Technologist	26.43
12040	- Emergency Medical Technician	14.48
12071	- Licensed Practical Nurse I	15.59
12072	- Licensed Practical Nurse II	17.44
12073	- Licensed Practical Nurse III	19.45
12100	- Medical Assistant	13.14
12130	- Medical Laboratory Technician	19.47
12160	- Medical Record Clerk	14.06
12190	- Medical Record Technician	15.88
12195	- Medical Transcriptionist	15.59
12210	- Nuclear Medicine Technologist	38.33
12221	- Nursing Assistant I	11.01
12222	- Nursing Assistant II	12.38
12223	- Nursing Assistant III	13.51
12224	- Nursing Assistant IV	15.17
12235	- Optical Dispenser	20.27
12236	- Optical Technician	15.59
12250	- Pharmacy Technician	13.53
12280	- Phlebotomist	14.84
12305	- Radiologic Technologist	26.06
12311	- Registered Nurse I	22.65
12312	- Registered Nurse II	27.70
12313	- Registered Nurse II, Specialist	27.70
12314	- Registered Nurse III	33.52
12315	- Registered Nurse III, Anesthetist	33.52
12316	- Registered Nurse IV	40.18
12317	- Scheduler (Drug and Alcohol Testing)	21.61
12320	- Substance Abuse Treatment Counselor	20.43
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	18.00
13012	- Exhibits Specialist II	22.30
13013	- Exhibits Specialist III	27.28
13041	- Illustrator I	18.00
13042	- Illustrator II	22.30
13043	- Illustrator III	27.28
13047	- Librarian	24.70
13050	- Library Aide/Clerk	11.03
13054	- Library Information Technology Systems Administrator	22.30
13058	- Library Technician	13.59

13061	- Media Specialist I	16.09
13062	- Media Specialist II	18.00
13063	- Media Specialist III	20.08
13071	- Photographer I	16.09
13072	- Photographer II	18.00
13073	- Photographer III	22.30
13074	- Photographer IV	27.28
13075	- Photographer V	33.00
13090	- Technical Order Library Clerk	15.18
13110	- Video Teleconference Technician	16.09
14000	- Information Technology Occupations	
14041	- Computer Operator I	14.72
14042	- Computer Operator II	16.45
14043	- Computer Operator III	18.60
14044	- Computer Operator IV	20.69
14045	- Computer Operator V	22.89
14071	- Computer Programmer I	(see 1) 22.05
14072	- Computer Programmer II	(see 1) 27.06
14073	- Computer Programmer III	(see 1)
14074	- Computer Programmer IV	(see 1)
14101	- Computer Systems Analyst I	(see 1) 27.35
14102	- Computer Systems Analyst II	(see 1)
14103	- Computer Systems Analyst III	(see 1)
14150	- Peripheral Equipment Operator	14.72
14160	- Personal Computer Support Technician	20.69
14170	- System Support Specialist	26.42
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	27.35
15020	- Aircrew Training Devices Instructor (Rated)	33.10
15030	- Air Crew Training Devices Instructor (Pilot)	38.30
15050	- Computer Based Training Specialist / Instructor	27.35
15060	- Educational Technologist	30.66
15070	- Flight Instructor (Pilot)	38.30
15080	- Graphic Artist	21.81
15085	- Maintenance Test Pilot, Fixed, Jet/Prop	39.67
15086	- Maintenance Test Pilot, Rotary Wing	39.67
15088	- Non-Maintenance Test/Co-Pilot	39.67
15090	- Technical Instructor	22.52
15095	- Technical Instructor/Course Developer	27.54
15110	- Test Proctor	18.18
15120	- Tutor	18.18
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.97
16030	- Counter Attendant	9.97
16040	- Dry Cleaner	12.44
16070	- Finisher, Flatwork, Machine	9.97
16090	- Presser, Hand	9.97
16110	- Presser, Machine, Drycleaning	9.97
16130	- Presser, Machine, Shirts	9.97
16160	- Presser, Machine, Wearing Apparel, Laundry	9.97
16190	- Sewing Machine Operator	13.28
16220	- Tailor	14.11
16250	- Washer, Machine	10.61
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	21.77
19040	- Tool And Die Maker	26.04
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	14.39
21030	- Material Coordinator	22.16
21040	- Material Expediter	22.16
21050	- Material Handling Laborer	12.33
21071	- Order Filler	11.04
21080	- Production Line Worker (Food Processing)	14.39
21110	- Shipping Packer	13.46
21130	- Shipping/Receiving Clerk	13.46
21140	- Store Worker I	12.61
21150	- Stock Clerk	16.73
21210	- Tools And Parts Attendant	14.39
21410	- Warehouse Specialist	14.39
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	23.94
23019	- Aircraft Logs and Records Technician	19.35
23021	- Aircraft Mechanic I	22.84
23022	- Aircraft Mechanic II	23.94
23023	- Aircraft Mechanic III	25.04
23040	- Aircraft Mechanic Helper	17.03
23050	- Aircraft, Painter	21.77
23060	- Aircraft Servicer	19.35
23070	- Aircraft Survival Flight Equipment Technician	21.77
23080	- Aircraft Worker	20.56
23091	- Aircrew Life Support Equipment (ALSE) Mechanic	20.56

I		
23092	- Aircrew Life Support Equipment (ALSE) Mechanic	22.84
II		
23110	- Appliance Mechanic	19.44
23120	- Bicycle Repairer	18.19
23125	- Cable Splicer	33.74
23130	- Carpenter, Maintenance	17.88
23140	- Carpet Layer	20.56
23160	- Electrician, Maintenance	21.48
23181	- Electronics Technician Maintenance I	22.13
23182	- Electronics Technician Maintenance II	23.42
23183	- Electronics Technician Maintenance III	24.59
23260	- Fabric Worker	19.35
23290	- Fire Alarm System Mechanic	20.30
23310	- Fire Extinguisher Repairer	18.19
23311	- Fuel Distribution System Mechanic	22.84
23312	- Fuel Distribution System Operator	18.19
23370	- General Maintenance Worker	16.36
23380	- Ground Support Equipment Mechanic	22.84
23381	- Ground Support Equipment Servicer	19.35
23382	- Ground Support Equipment Worker	20.56
23391	- Gunsmith I	18.19
23392	- Gunsmith II	20.56
23393	- Gunsmith III	22.84
23410	- Heating, Ventilation And Air-Conditioning Mechanic	17.10
23411	- Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	17.92
23430	- Heavy Equipment Mechanic	21.67
23440	- Heavy Equipment Operator	17.96
23460	- Instrument Mechanic	22.84
23465	- Laboratory/Shelter Mechanic	21.77
23470	- Laborer	12.33
23510	- Locksmith	21.77
23530	- Machinery Maintenance Mechanic	22.90
23550	- Machinist, Maintenance	21.17
23580	- Maintenance Trades Helper	12.54
23591	- Metrology Technician I	22.84
23592	- Metrology Technician II	23.94
23593	- Metrology Technician III	25.04
23640	- Millwright	22.84
23710	- Office Appliance Repairer	21.13
23760	- Painter, Maintenance	16.25
23790	- Pipefitter, Maintenance	22.86
23810	- Plumber, Maintenance	21.78
23820	- Pneudraulic Systems Mechanic	22.84
23850	- Rigger	22.84
23870	- Scale Mechanic	20.56
23890	- Sheet-Metal Worker, Maintenance	16.87
23910	- Small Engine Mechanic	20.11
23931	- Telecommunications Mechanic I	24.98
23932	- Telecommunications Mechanic II	26.18
23950	- Telephone Lineman	31.04
23960	- Welder, Combination, Maintenance	18.09
23965	- Well Driller	23.11
23970	- Woodcraft Worker	22.84
23980	- Woodworker	18.19
24000	- Personal Needs Occupations	
24550	- Case Manager	14.82
24570	- Child Care Attendant	10.10
24580	- Child Care Center Clerk	11.03
24610	- Chore Aide	8.60
24620	- Family Readiness And Support Services Coordinator	14.82
24630	- Homemaker	14.82
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	25.66
25040	- Sewage Plant Operator	19.67
25070	- Stationary Engineer	25.66
25190	- Ventilation Equipment Tender	18.63
25210	- Water Treatment Plant Operator	19.66
27000	- Protective Service Occupations	
27004	- Alarm Monitor	14.97
27007	- Baggage Inspector	14.61
27008	- Corrections Officer	17.14
27010	- Court Security Officer	19.69
27030	- Detection Dog Handler	16.35
27040	- Detention Officer	17.14
27070	- Firefighter	22.44
27101	- Guard I	14.61
27102	- Guard II	16.35

27131	- Police Officer I	19.54
27132	- Police Officer II	21.71
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	12.58
28042	- Carnival Equipment Repairer	13.46
28043	- Carnival Worker	9.74
28210	- Gate Attendant/Gate Tender	13.27
28310	- Lifeguard	11.01
28350	- Park Attendant (Aide)	14.85
28510	- Recreation Aide/Health Facility Attendant	10.84
28515	- Recreation Specialist	17.99
28630	- Sports Official	11.82
28690	- Swimming Pool Operator	19.14
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	22.33
29020	- Hatch Tender	22.33
29030	- Line Handler	22.33
29041	- Stevedore I	21.01
29042	- Stevedore II	23.63
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	38.15
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	26.30
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.97
30021	- Archeological Technician I	17.41
30022	- Archeological Technician II	19.48
30023	- Archeological Technician III	24.13
30030	- Cartographic Technician	24.13
30040	- Civil Engineering Technician	24.13
30051	- Cryogenic Technician I	26.72
30052	- Cryogenic Technician II	29.51
30061	- Drafter/CAD Operator I	17.41
30062	- Drafter/CAD Operator II	19.48
30063	- Drafter/CAD Operator III	21.72
30064	- Drafter/CAD Operator IV	26.72
30081	- Engineering Technician I	15.51
30082	- Engineering Technician II	17.41
30083	- Engineering Technician III	19.48
30084	- Engineering Technician IV	24.13
30085	- Engineering Technician V	29.51
30086	- Engineering Technician VI	35.70
30090	- Environmental Technician	24.13
30095	- Evidence Control Specialist	24.13
30210	- Laboratory Technician	21.72
30221	- Latent Fingerprint Technician I	26.72
30222	- Latent Fingerprint Technician II	29.51
30240	- Mathematical Technician	24.13
30361	- Paralegal/Legal Assistant I	18.99
30362	- Paralegal/Legal Assistant II	23.51
30363	- Paralegal/Legal Assistant III	28.77
30364	- Paralegal/Legal Assistant IV	34.80
30375	- Petroleum Supply Specialist	29.51
30390	- Photo-Optics Technician	24.13
30395	- Radiation Control Technician	29.51
30461	- Technical Writer I	24.13
30462	- Technical Writer II	29.51
30463	- Technical Writer III	35.70
30491	- Unexploded Ordnance (UXO) Technician I	24.24
30492	- Unexploded Ordnance (UXO) Technician II	29.33
30493	- Unexploded Ordnance (UXO) Technician III	35.16
30494	- Unexploded (UXO) Safety Escort	24.24
30495	- Unexploded (UXO) Sweep Personnel	24.24
30501	- Weather Forecaster I	26.72
30502	- Weather Forecaster II	32.50
30620	- Weather Observer, Combined Upper Air Or (see 2)	21.72
Surface Programs		
30621	- Weather Observer, Senior (see 2)	24.13
31000	- Transportation/Mobile Equipment Operation Occupations	
31010	- Airplane Pilot	29.33
31020	- Bus Aide	10.98
31030	- Bus Driver	14.58
31043	- Driver Courier	12.99
31260	- Parking and Lot Attendant	11.22
31290	- Shuttle Bus Driver	13.89
31310	- Taxi Driver	12.50
31361	- Truckdriver, Light	13.89
31362	- Truckdriver, Medium	14.77
31363	- Truckdriver, Heavy	17.51
31364	- Truckdriver, Tractor-Trailer	17.51
99000	- Miscellaneous Occupations	
99020	- Cabin Safety Specialist	14.30
99030	- Cashier	8.81

99050 - Desk Clerk	10.14
99095 - Embalmer	29.37
99130 - Flight Follower	24.24
99251 - Laboratory Animal Caretaker I	12.24
99252 - Laboratory Animal Caretaker II	13.09
99260 - Marketing Analyst	22.35
99310 - Mortician	29.37
99410 - Pest Controller	17.02
99510 - Photofinishing Worker	12.74
99710 - Recycling Laborer	14.73
99711 - Recycling Specialist	16.95
99730 - Refuse Collector	13.12
99810 - Sales Clerk	11.03
99820 - School Crossing Guard	13.97
99830 - Survey Party Chief	20.14
99831 - Surveying Aide	12.19
99832 - Surveying Technician	16.70
99840 - Vending Machine Attendant	17.57
99841 - Vending Machine Repairer	20.48
99842 - Vending Machine Repairer Helper	17.57

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: \$4.48 per hour or \$179.20 per week or \$776.53 per month

HEALTH & WELFARE EO 13706: \$4.18 per hour, or \$167.20 per week, or \$724.53 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

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, dyeing, 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 (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 paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). 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 U.S. Department of Labor, Wage and Hour Division, 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 Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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" 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 (See 29 CFR 4.152(c)(1)).