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REGISTER OF WAGE DETERMINATIONS UNDER	U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT	EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor	WAGE AND HOUR DIVISION
	WASHINGTON D.C. 20210

Diane C. Koplewski	Division of	Wage Determination No.: 2005-2381
Director	Wage Determinations	Revision No.: 12
		Date Of Revision: 06/13/2012

State: New York

Area: New York Counties of Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.06
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		19.07
01020 - Administrative Assistant		21.45
01040 - Court Reporter		22.64
01051 - Data Entry Operator I		12.32
01052 - Data Entry Operator II		13.68
01060 - Dispatcher, Motor Vehicle		17.67
01070 - Document Preparation Clerk		14.56
01090 - Duplicating Machine Operator		14.56
01111 - General Clerk I		13.57
01112 - General Clerk II		13.91
01113 - General Clerk III		15.71
01120 - Housing Referral Assistant		19.89
01141 - Messenger Courier		11.67
01191 - Order Clerk I		13.16
01192 - Order Clerk II		16.05
01261 - Personnel Assistant (Employment) I		15.64
01262 - Personnel Assistant (Employment) II		17.49
01263 - Personnel Assistant (Employment) III		19.51
01270 - Production Control Clerk		19.51
01280 - Receptionist		14.53
01290 - Rental Clerk		14.96
01300 - Scheduler, Maintenance		15.94
01311 - Secretary I		15.94
01312 - Secretary II		17.84
01313 - Secretary III		19.89
01320 - Service Order Dispatcher		14.69
01410 - Supply Technician		21.45
01420 - Survey Worker		16.79
01531 - Travel Clerk I		11.57
01532 - Travel Clerk II		12.21
01533 - Travel Clerk III		12.89
01611 - Word Processor I		14.73
01612 - Word Processor II		16.53
01613 - Word Processor III		18.49
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		20.13
05010 - Automotive Electrician		19.24
05040 - Automotive Glass Installer		18.40

05070 - Automotive Worker	18.40
05110 - Mobile Equipment Servicer	16.67
05130 - Motor Equipment Metal Mechanic	20.13
05160 - Motor Equipment Metal Worker	18.40
05190 - Motor Vehicle Mechanic	20.13
05220 - Motor Vehicle Mechanic Helper	15.74
05250 - Motor Vehicle Upholstery Worker	17.52
05280 - Motor Vehicle Wrecker	18.40
05310 - Painter, Automotive	19.24
05340 - Radiator Repair Specialist	18.57
05370 - Tire Repairer	14.97
05400 - Transmission Repair Specialist	20.13
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.58
07041 - Cook I	12.45
07042 - Cook II	14.97
07070 - Dishwasher	10.55
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.50
07260 - Waiter/Waitress	11.40
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.67
09040 - Furniture Handler	12.95
09080 - Furniture Refinisher	19.67
09090 - Furniture Refinisher Helper	14.89
09110 - Furniture Repairer, Minor	16.86
09130 - Upholsterer	19.67
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.26
11060 - Elevator Operator	11.62
11090 - Gardener	15.36
11122 - Housekeeping Aide	11.62
11150 - Janitor	11.69
11210 - Laborer, Grounds Maintenance	13.00
11240 - Maid or Houseman	9.23
11260 - Pruner	12.03
11270 - Tractor Operator	14.85
11330 - Trail Maintenance Worker	13.00
11360 - Window Cleaner	12.64
12000 - Health Occupations	
12010 - Ambulance Driver	14.44
12011 - Breath Alcohol Technician	14.86
12012 - Certified Occupational Therapist Assistant	19.10
12015 - Certified Physical Therapist Assistant	19.10
12020 - Dental Assistant	15.02
12025 - Dental Hygienist	27.58
12030 - EKG Technician	23.22
12035 - Electroneurodiagnostic Technologist	23.22
12040 - Emergency Medical Technician	14.44
12071 - Licensed Practical Nurse I	18.19
12072 - Licensed Practical Nurse II	20.43
12073 - Licensed Practical Nurse III	22.77
12100 - Medical Assistant	14.39
12130 - Medical Laboratory Technician	14.96
12160 - Medical Record Clerk	13.74
12190 - Medical Record Technician	15.37
12195 - Medical Transcriptionist	16.67
12210 - Nuclear Medicine Technologist	29.18
12221 - Nursing Assistant I	9.76
12222 - Nursing Assistant II	10.98
12223 - Nursing Assistant III	11.97

12224 - Nursing Assistant IV	13.44
12235 - Optical Dispenser	21.01
12236 - Optical Technician	15.78
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	14.77
12305 - Radiologic Technologist	22.51
12311 - Registered Nurse I	25.22
12312 - Registered Nurse II	29.83
12313 - Registered Nurse II, Specialist	29.83
12314 - Registered Nurse III	36.10
12315 - Registered Nurse III, Anesthetist	36.10
12316 - Registered Nurse IV	43.25
12317 - Scheduler (Drug and Alcohol Testing)	20.36
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.45
13012 - Exhibits Specialist II	25.17
13013 - Exhibits Specialist III	27.49
13041 - Illustrator I	20.34
13042 - Illustrator II	25.04
13043 - Illustrator III	27.35
13047 - Librarian	25.37
13050 - Library Aide/Clerk	11.31
13054 - Library Information Technology Systems Administrator	21.84
13058 - Library Technician	15.07
13061 - Media Specialist I	15.77
13062 - Media Specialist II	17.63
13063 - Media Specialist III	19.66
13071 - Photographer I	14.77
13072 - Photographer II	17.54
13073 - Photographer III	21.73
13074 - Photographer IV	24.00
13075 - Photographer V	25.73
13110 - Video Teleconference Technician	17.71
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.38
14042 - Computer Operator II	18.33
14043 - Computer Operator III	20.44
14044 - Computer Operator IV	23.31
14045 - Computer Operator V	25.55
14071 - Computer Programmer I	24.12
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	16.38
14160 - Personal Computer Support Technician	23.31
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.76
15020 - Aircrew Training Devices Instructor (Rated)	34.78
15030 - Air Crew Training Devices Instructor (Pilot)	41.67
15050 - Computer Based Training Specialist / Instructor	30.38
15060 - Educational Technologist	31.16
15070 - Flight Instructor (Pilot)	41.67
15080 - Graphic Artist	21.73
15090 - Technical Instructor	22.88
15095 - Technical Instructor/Course Developer	27.97
15110 - Test Proctor	18.46
15120 - Tutor	18.46

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.62
16030 - Counter Attendant	8.62
16040 - Dry Cleaner	10.32
16070 - Finisher, Flatwork, Machine	8.62
16090 - Presser, Hand	8.62
16110 - Presser, Machine, Drycleaning	8.62
16130 - Presser, Machine, Shirts	8.62
16160 - Presser, Machine, Wearing Apparel, Laundry	8.62
16190 - Sewing Machine Operator	10.91
16220 - Tailor	11.48
16250 - Washer, Machine	9.20
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.54
19040 - Tool And Die Maker	22.77
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.40
21030 - Material Coordinator	20.73
21040 - Material Expediter	20.73
21050 - Material Handling Laborer	11.56
21071 - Order Filler	13.96
21080 - Production Line Worker (Food Processing)	15.53
21110 - Shipping Packer	13.35
21130 - Shipping/Receiving Clerk	13.35
21140 - Store Worker I	12.60
21150 - Stock Clerk	15.95
21210 - Tools And Parts Attendant	15.53
21410 - Warehouse Specialist	15.53
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.01
23021 - Aircraft Mechanic I	24.77
23022 - Aircraft Mechanic II	25.99
23023 - Aircraft Mechanic III	27.21
23040 - Aircraft Mechanic Helper	18.82
23050 - Aircraft, Painter	22.97
23060 - Aircraft Servicer	21.20
23080 - Aircraft Worker	22.38
23110 - Appliance Mechanic	20.53
23120 - Bicycle Repairer	16.47
23125 - Cable Splicer	31.00
23130 - Carpenter, Maintenance	19.25
23140 - Carpet Layer	20.69
23160 - Electrician, Maintenance	25.37
23181 - Electronics Technician Maintenance I	22.74
23182 - Electronics Technician Maintenance II	23.75
23183 - Electronics Technician Maintenance III	24.85
23260 - Fabric Worker	18.51
23290 - Fire Alarm System Mechanic	21.68
23310 - Fire Extinguisher Repairer	17.45
23311 - Fuel Distribution System Mechanic	27.31
23312 - Fuel Distribution System Operator	21.96
23370 - General Maintenance Worker	19.57
23380 - Ground Support Equipment Mechanic	24.77
23381 - Ground Support Equipment Servicer	21.20
23382 - Ground Support Equipment Worker	22.38
23391 - Gunsmith I	17.45
23392 - Gunsmith II	19.57
23393 - Gunsmith III	21.68
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.59
23411 - Heating, Ventilation And Air Contditioning	22.65

Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	21.68
23440 - Heavy Equipment Operator	21.96
23460 - Instrument Mechanic	22.20
23465 - Laboratory/Shelter Mechanic	20.53
23470 - Laborer	13.44
23510 - Locksmith	19.88
23530 - Machinery Maintenance Mechanic	20.75
23550 - Machinist, Maintenance	20.78
23580 - Maintenance Trades Helper	16.09
23591 - Metrology Technician I	22.20
23592 - Metrology Technician II	23.27
23593 - Metrology Technician III	24.38
23640 - Millwright	23.78
23710 - Office Appliance Repairer	20.63
23760 - Painter, Maintenance	19.67
23790 - Pipefitter, Maintenance	25.88
23810 - Plumber, Maintenance	23.36
23820 - Pneudraulic Systems Mechanic	21.68
23850 - Rigger	23.01
23870 - Scale Mechanic	20.63
23890 - Sheet-Metal Worker, Maintenance	25.33
23910 - Small Engine Mechanic	18.81
23931 - Telecommunications Mechanic I	27.34
23932 - Telecommunications Mechanic II	28.71
23950 - Telephone Lineman	27.16
23960 - Welder, Combination, Maintenance	20.58
23965 - Well Driller	21.59
23970 - Woodcraft Worker	21.68
23980 - Woodworker	19.93
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.03
24580 - Child Care Center Clerk	13.76
24610 - Chore Aide	9.81
24620 - Family Readiness And Support Services Coordinator	13.87
24630 - Homemaker	15.30
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.77
25040 - Sewage Plant Operator	20.20
25070 - Stationary Engineer	23.77
25190 - Ventilation Equipment Tender	17.67
25210 - Water Treatment Plant Operator	20.20
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.89
27007 - Baggage Inspector	15.59
27008 - Corrections Officer	25.60
27010 - Court Security Officer	25.40
27030 - Detection Dog Handler	18.54
27040 - Detention Officer	25.60
27070 - Firefighter	25.70
27101 - Guard I	15.59
27102 - Guard II	18.54
27131 - Police Officer I	24.89
27132 - Police Officer II	27.68
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.62
28042 - Carnival Equipment Repairer	12.04
28043 - Carnival Equipment Worker	9.59
28210 - Gate Attendant/Gate Tender	14.17
28310 - Lifeguard	10.82

28350 - Park Attendant (Aide)	15.85
28510 - Recreation Aide/Health Facility Attendant	11.57
28515 - Recreation Specialist	18.51
28630 - Sports Official	12.63
28690 - Swimming Pool Operator	17.64
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	26.13
29020 - Hatch Tender	26.13
29030 - Line Handler	26.13
29041 - Stevedore I	24.72
29042 - Stevedore II	27.56
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.67
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	18.82
30022 - Archeological Technician II	21.05
30023 - Archeological Technician III	26.06
30030 - Cartographic Technician	26.06
30040 - Civil Engineering Technician	23.33
30061 - Drafter/CAD Operator I	18.82
30062 - Drafter/CAD Operator II	21.05
30063 - Drafter/CAD Operator III	23.47
30064 - Drafter/CAD Operator IV	28.88
30081 - Engineering Technician I	16.76
30082 - Engineering Technician II	18.85
30083 - Engineering Technician III	21.61
30084 - Engineering Technician IV	27.09
30085 - Engineering Technician V	31.56
30086 - Engineering Technician VI	32.84
30090 - Environmental Technician	19.35
30210 - Laboratory Technician	19.73
30240 - Mathematical Technician	26.54
30361 - Paralegal/Legal Assistant I	20.54
30362 - Paralegal/Legal Assistant II	26.28
30363 - Paralegal/Legal Assistant III	32.12
30364 - Paralegal/Legal Assistant IV	38.86
30390 - Photo-Optics Technician	26.06
30461 - Technical Writer I	23.54
30462 - Technical Writer II	28.78
30463 - Technical Writer III	32.68
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 3)	23.78
Surface Programs	
30621 - Weather Observer, Senior (see 3)	26.06
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.90
31030 - Bus Driver	16.49
31043 - Driver Courier	12.52
31260 - Parking and Lot Attendant	11.68
31290 - Shuttle Bus Driver	13.40
31310 - Taxi Driver	11.47
31361 - Truckdriver, Light	12.84
31362 - Truckdriver, Medium	17.67
31363 - Truckdriver, Heavy	17.89
31364 - Truckdriver, Tractor-Trailer	17.89
99000 - Miscellaneous Occupations	

99030 - Cashier	10.81
99050 - Desk Clerk	11.03
99095 - Embalmer	30.13
99251 - Laboratory Animal Caretaker I	11.88
99252 - Laboratory Animal Caretaker II	12.67
99310 - Mortician	30.13
99410 - Pest Controller	16.89
99510 - Photofinishing Worker	13.19
99710 - Recycling Laborer	16.06
99711 - Recycling Specialist	19.35
99730 - Refuse Collector	15.51
99810 - Sales Clerk	14.74
99820 - School Crossing Guard	12.08
99830 - Survey Party Chief	21.46
99831 - Surveying Aide	13.44
99832 - Surveying Technician	18.45
99840 - Vending Machine Attendant	13.39
99841 - Vending Machine Repairer	16.28
99842 - Vending Machine Repairer Helper	13.39

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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, 4 weeks after 10 years, and 5 weeks after 20 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 4174)

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 employee (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 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.