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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

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| Wage Determination No.: 2005-2521

Diane C. Koplewski Division of | Revision No.: 13

Director Wage Determinations | Date Of Revision: 06/13/2012

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State: Texas

Area: Texas Counties of Atascosa, Bandera, Bexar, Comal, De Witt, Edwards,  
Gillespie, Gonzales, Guadalupe, Karnes, Kendall, Kerr, Kinney, McMullen,  
Medina, Real, Uvalde, Val Verde, Wilson

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	13.82	
01012 - Accounting Clerk II	15.51	
01013 - Accounting Clerk III	17.35	
01020 - Administrative Assistant	21.96	
01040 - Court Reporter	22.14	
01051 - Data Entry Operator I	11.59	
01052 - Data Entry Operator II	12.65	
01060 - Dispatcher, Motor Vehicle	16.11	
01070 - Document Preparation Clerk	13.27	
01090 - Duplicating Machine Operator	13.27	
01111 - General Clerk I	11.26	
01112 - General Clerk II	13.21	
01113 - General Clerk III	15.45	
01120 - Housing Referral Assistant	19.91	
01141 - Messenger Courier	11.03	
01191 - Order Clerk I	12.49	
01192 - Order Clerk II	13.63	
01261 - Personnel Assistant (Employment) I	17.04	
01262 - Personnel Assistant (Employment) II	19.23	
01263 - Personnel Assistant (Employment) III	21.26	
01270 - Production Control Clerk	18.59	
01280 - Receptionist	11.89	
01290 - Rental Clerk	14.90	
01300 - Scheduler, Maintenance	15.96	
01311 - Secretary I	15.96	
01312 - Secretary II	17.86	
01313 - Secretary III	19.91	
01320 - Service Order Dispatcher	14.26	
01410 - Supply Technician	21.96	
01420 - Survey Worker	16.65	
01531 - Travel Clerk I	12.19	

01532 - Travel Clerk II	12.94
01533 - Travel Clerk III	13.60
01611 - Word Processor I	13.33
01612 - Word Processor II	14.96
01613 - Word Processor III	16.73
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.41
05010 - Automotive Electrician	17.75
05040 - Automotive Glass Installer	16.77
05070 - Automotive Worker	16.77
05110 - Mobile Equipment Servicer	14.96
05130 - Motor Equipment Metal Mechanic	18.68
05160 - Motor Equipment Metal Worker	16.77
05190 - Motor Vehicle Mechanic	18.41
05220 - Motor Vehicle Mechanic Helper	14.17
05250 - Motor Vehicle Upholstery Worker	15.83
05280 - Motor Vehicle Wrecker	16.77
05310 - Painter, Automotive	17.75
05340 - Radiator Repair Specialist	16.77
05370 - Tire Repairer	11.12
05400 - Transmission Repair Specialist	18.68
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.53
07041 - Cook I	9.42
07042 - Cook II	11.33
07070 - Dishwasher	7.76
07130 - Food Service Worker	8.51
07210 - Meat Cutter	12.63
07260 - Waiter/Waitress	7.94
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.03
09040 - Furniture Handler	10.46
09080 - Furniture Refinisher	15.03
09090 - Furniture Refinisher Helper	12.00
09110 - Furniture Repairer, Minor	13.42
09130 - Upholsterer	15.03
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.02
11060 - Elevator Operator	9.02
11090 - Gardener	13.57
11122 - Housekeeping Aide	10.53
11150 - Janitor	10.53
11210 - Laborer, Grounds Maintenance	11.41
11240 - Maid or Houseman	8.80
11260 - Pruner	10.36
11270 - Tractor Operator	12.91
11330 - Trail Maintenance Worker	11.41
11360 - Window Cleaner	11.60
12000 - Health Occupations	
12010 - Ambulance Driver	14.40
12011 - Breath Alcohol Technician	14.74
12012 - Certified Occupational Therapist Assistant	28.34
12015 - Certified Physical Therapist Assistant	26.24

12020 - Dental Assistant	14.50	
12025 - Dental Hygienist	32.84	
12030 - EKG Technician	23.56	
12035 - Electroneurodiagnostic Technologist		23.56
12040 - Emergency Medical Technician		14.40
12071 - Licensed Practical Nurse I	15.73	
12072 - Licensed Practical Nurse II	17.60	
12073 - Licensed Practical Nurse III	19.62	
12100 - Medical Assistant	13.01	
12130 - Medical Laboratory Technician		16.80
12160 - Medical Record Clerk	13.61	
12190 - Medical Record Technician	14.86	
12195 - Medical Transcriptionist	13.76	
12210 - Nuclear Medicine Technologist		29.68
12221 - Nursing Assistant I	10.42	
12222 - Nursing Assistant II	11.71	
12223 - Nursing Assistant III	12.78	
12224 - Nursing Assistant IV	14.35	
12235 - Optical Dispenser	14.94	
12236 - Optical Technician	15.20	
12250 - Pharmacy Technician	16.23	
12280 - Phlebotomist	14.35	
12305 - Radiologic Technologist	24.06	
12311 - Registered Nurse I	24.40	
12312 - Registered Nurse II	29.85	
12313 - Registered Nurse II, Specialist	29.85	
12314 - Registered Nurse III	36.11	
12315 - Registered Nurse III, Anesthetist	36.11	
12316 - Registered Nurse IV	43.28	
12317 - Scheduler (Drug and Alcohol Testing)		18.26
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	18.12	
13012 - Exhibits Specialist II	22.45	
13013 - Exhibits Specialist III	27.46	
13041 - Illustrator I	18.68	
13042 - Illustrator II	23.15	
13043 - Illustrator III	26.62	
13047 - Librarian	25.63	
13050 - Library Aide/Clerk	11.03	
13054 - Library Information Technology Systems Administrator		23.15
13058 - Library Technician	14.44	
13061 - Media Specialist I	15.87	
13062 - Media Specialist II	17.79	
13063 - Media Specialist III	19.84	
13071 - Photographer I	14.29	
13072 - Photographer II	16.15	
13073 - Photographer III	18.92	
13074 - Photographer IV	21.54	
13075 - Photographer V	26.14	
13110 - Video Teleconference Technician		16.33
14000 - Information Technology Occupations		
14041 - Computer Operator I	15.51	

14042 - Computer Operator II	17.35
14043 - Computer Operator III	19.35
14044 - Computer Operator IV	21.50
14045 - Computer Operator V	23.80
14071 - Computer Programmer I (see 1)	22.29
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	15.51
14160 - Personal Computer Support Technician	21.50
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.31
15020 - Aircrew Training Devices Instructor (Rated)	31.51
15030 - Air Crew Training Devices Instructor (Pilot)	37.76
15050 - Computer Based Training Specialist / Instructor	26.31
15060 - Educational Technologist	26.86
15070 - Flight Instructor (Pilot)	37.76
15080 - Graphic Artist	22.57
15090 - Technical Instructor	18.93
15095 - Technical Instructor/Course Developer	23.16
15110 - Test Proctor	15.28
15120 - Tutor	15.28
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.64
16030 - Counter Attendant	8.64
16040 - Dry Cleaner	10.50
16070 - Finisher, Flatwork, Machine	8.64
16090 - Presser, Hand	8.64
16110 - Presser, Machine, Drycleaning	8.64
16130 - Presser, Machine, Shirts	8.64
16160 - Presser, Machine, Wearing Apparel, Laundry	8.64
16190 - Sewing Machine Operator	11.08
16220 - Tailor	11.63
16250 - Washer, Machine	9.37
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.35
19040 - Tool And Die Maker	19.26
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.22
21030 - Material Coordinator	18.59
21040 - Material Expediter	18.59
21050 - Material Handling Laborer	10.58
21071 - Order Filler	11.28
21080 - Production Line Worker (Food Processing)	12.22
21110 - Shipping Packer	12.67
21130 - Shipping/Receiving Clerk	12.67
21140 - Store Worker I	10.23
21150 - Stock Clerk	13.18
21210 - Tools And Parts Attendant	12.22
21410 - Warehouse Specialist	12.22

23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		20.73
23021 - Aircraft Mechanic I		19.59
23022 - Aircraft Mechanic II		20.73
23023 - Aircraft Mechanic III		21.85
23040 - Aircraft Mechanic Helper		13.74
23050 - Aircraft, Painter		17.58
23060 - Aircraft Servicer		15.39
23080 - Aircraft Worker		16.41
23110 - Appliance Mechanic		17.25
23120 - Bicycle Repairer		11.12
23125 - Cable Splicer		19.50
23130 - Carpenter, Maintenance		16.16
23140 - Carpet Layer		15.04
23160 - Electrician, Maintenance		19.55
23181 - Electronics Technician Maintenance I		22.30
23182 - Electronics Technician Maintenance II		23.80
23183 - Electronics Technician Maintenance III		25.32
23260 - Fabric Worker		14.33
23290 - Fire Alarm System Mechanic		17.71
23310 - Fire Extinguisher Repairer		13.77
23311 - Fuel Distribution System Mechanic		17.42
23312 - Fuel Distribution System Operator		14.33
23370 - General Maintenance Worker		15.37
23380 - Ground Support Equipment Mechanic		19.59
23381 - Ground Support Equipment Servicer		15.10
23382 - Ground Support Equipment Worker		16.10
23391 - Gunsmith I	14.33	
23392 - Gunsmith II	15.37	
23393 - Gunsmith III	17.42	
23410 - Heating, Ventilation And Air-Conditioning Mechanic		17.42
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)		18.44
23430 - Heavy Equipment Mechanic		17.55
23440 - Heavy Equipment Operator		17.42
23460 - Instrument Mechanic		20.11
23465 - Laboratory/Shelter Mechanic		16.41
23470 - Laborer	10.03	
23510 - Locksmith	15.48	
23530 - Machinery Maintenance Mechanic		17.57
23550 - Machinist, Maintenance		17.42
23580 - Maintenance Trades Helper		12.21
23591 - Metrology Technician I		20.11
23592 - Metrology Technician II		21.29
23593 - Metrology Technician III		22.45
23640 - Millwright	19.02	
23710 - Office Appliance Repairer		16.68
23760 - Painter, Maintenance		16.16
23790 - Pipefitter, Maintenance		19.33
23810 - Plumber, Maintenance		18.21
23820 - Pneudraulic Systems Mechanic		17.42
23850 - Rigger	17.42	

23870 - Scale Mechanic	15.13	
23890 - Sheet-Metal Worker, Maintenance		17.78
23910 - Small Engine Mechanic	15.37	
23931 - Telecommunications Mechanic I		21.97
23932 - Telecommunications Mechanic II		23.21
23950 - Telephone Lineman	20.66	
23960 - Welder, Combination, Maintenance		17.15
23965 - Well Driller	17.15	
23970 - Woodcraft Worker	17.42	
23980 - Woodworker	13.16	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	9.45	
24580 - Child Care Center Clerk	12.07	
24610 - Chore Aide	10.57	
24620 - Family Readiness And Support Services Coordinator		10.76
24630 - Homemaker	13.69	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	18.19	
25040 - Sewage Plant Operator	16.47	
25070 - Stationary Engineer	18.19	
25190 - Ventilation Equipment Tender	12.13	
25210 - Water Treatment Plant Operator	16.43	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	14.89	
27007 - Baggage Inspector	11.24	
27008 - Corrections Officer	21.15	
27010 - Court Security Officer	21.15	
27030 - Detection Dog Handler	14.37	
27040 - Detention Officer	21.15	
27070 - Firefighter	22.59	
27101 - Guard I	11.24	
27102 - Guard II	14.20	
27131 - Police Officer I	23.14	
27132 - Police Officer II	25.77	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	9.89	
28042 - Carnival Equipment Repairer	10.39	
28043 - Carnival Equipment Worker	8.25	
28210 - Gate Attendant/Gate Tender	12.51	
28310 - Lifeguard	11.05	
28350 - Park Attendant (Aide)	13.88	
28510 - Recreation Aide/Health Facility Attendant		10.13
28515 - Recreation Specialist	14.76	
28630 - Sports Official	11.05	
28690 - Swimming Pool Operator	13.35	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	18.90	
29020 - Hatch Tender	18.90	
29030 - Line Handler	18.90	
29041 - Stevedore I	17.63	
29042 - Stevedore II	20.19	
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	16.47
30022 - Archeological Technician II	17.18
30023 - Archeological Technician III	23.40
30030 - Cartographic Technician	23.74
30040 - Civil Engineering Technician	20.21
30061 - Drafter/CAD Operator I	17.13
30062 - Drafter/CAD Operator II	19.16
30063 - Drafter/CAD Operator III	21.37
30064 - Drafter/CAD Operator IV	26.29
30081 - Engineering Technician I	15.91
30082 - Engineering Technician II	17.86
30083 - Engineering Technician III	19.98
30084 - Engineering Technician IV	24.75
30085 - Engineering Technician V	30.27
30086 - Engineering Technician VI	36.63
30090 - Environmental Technician	19.43
30210 - Laboratory Technician	19.16
30240 - Mathematical Technician	23.74
30361 - Paralegal/Legal Assistant I	16.70
30362 - Paralegal/Legal Assistant II	21.82
30363 - Paralegal/Legal Assistant III	26.68
30364 - Paralegal/Legal Assistant IV	32.25
30390 - Photo-Optics Technician	23.74
30461 - Technical Writer I	24.59
30462 - Technical Writer II	30.08
30463 - Technical Writer III	34.17
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)	21.37
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.74
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.95
31030 - Bus Driver	16.78
31043 - Driver Courier	13.17
31260 - Parking and Lot Attendant	9.64
31290 - Shuttle Bus Driver	14.18
31310 - Taxi Driver	11.35
31361 - Truckdriver, Light	14.18
31362 - Truckdriver, Medium	15.07
31363 - Truckdriver, Heavy	16.69
31364 - Truckdriver, Tractor-Trailer	16.69
99000 - Miscellaneous Occupations	
99030 - Cashier	9.41
99050 - Desk Clerk	9.68
99095 - Embalmer	18.80
99251 - Laboratory Animal Caretaker I	10.07

99252 - Laboratory Animal Caretaker II	10.84
99310 - Mortician	22.43
99410 - Pest Controller	15.42
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	13.34
99711 - Recycling Specialist	14.83
99730 - Refuse Collector	12.11
99810 - Sales Clerk	10.86
99820 - School Crossing Guard	10.97
99830 - Survey Party Chief	18.41
99831 - Surveying Aide	12.83
99832 - Surveying Technician	15.33
99840 - Vending Machine Attendant	11.39
99841 - Vending Machine Repairer	14.08
99842 - Vending Machine Repairer Helper	11.39

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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, 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 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) 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 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.