

05-2269

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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.: 2005-2269
Revision No.: 13
Date Of Revision: 06/13/2012

State: Michigan

Area: Michigan Counties of Lenawee, Washtenaw

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.22
01012 - Accounting Clerk II		15.96
01013 - Accounting Clerk III		18.77
01020 - Administrative Assistant		26.95
01040 - Court Reporter		19.80
01051 - Data Entry Operator I		13.85
01052 - Data Entry Operator II		15.12
01060 - Dispatcher, Motor Vehicle		21.98
01070 - Document Preparation Clerk		15.38
01090 - Duplicating Machine Operator		15.38
01111 - General Clerk I		13.37
01112 - General Clerk II		14.60
01113 - General Clerk III		16.39
01120 - Housing Referral Assistant		22.04
01141 - Messenger Courier		11.47
01191 - Order Clerk I		14.16
01192 - Order Clerk II		15.83
01261 - Personnel Assistant (Employment) I		17.30
01262 - Personnel Assistant (Employment) II		19.35
01263 - Personnel Assistant (Employment) III		21.57
01270 - Production Control Clerk		21.45
01280 - Receptionist		13.67
01290 - Rental Clerk		15.38
01300 - Scheduler, Maintenance		17.30

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01311 - Secretary I	17.30
01312 - Secretary II	19.35
01313 - Secretary III	22.04
01320 - Service Order Dispatcher	19.04
01410 - Supply Technician	25.70
01420 - Survey Worker	18.56
01531 - Travel Clerk I	13.02
01532 - Travel Clerk II	14.14
01533 - Travel Clerk III	15.31
01611 - Word Processor I	15.07
01612 - Word Processor II	16.92
01613 - Word Processor III	18.93
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.09
05010 - Automotive Electrician	22.58
05040 - Automotive Glass Installer	21.84
05070 - Automotive Worker	21.84
05110 - Mobile Equipment Servicer	20.43
05130 - Motor Equipment Metal Mechanic	23.31
05160 - Motor Equipment Metal Worker	21.84
05190 - Motor Vehicle Mechanic	23.31
05220 - Motor Vehicle Mechanic Helper	19.71
05250 - Motor Vehicle Upholstery Worker	21.12
05280 - Motor Vehicle Wrecker	21.84
05310 - Painter, Automotive	22.58
05340 - Radiator Repair Specialist	21.84
05370 - Tire Repairer	18.30
05400 - Transmission Repair Specialist	23.31
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.07
07041 - Cook I	13.99
07042 - Cook II	15.07
07070 - Dishwasher	11.35
07130 - Food Service Worker	11.35
07210 - Meat Cutter	16.29
07260 - Waiter/Waitress	12.05
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	22.98
09040 - Furniture Handler	18.10
09080 - Furniture Refinisher	22.98
09090 - Furniture Refinisher Helper	20.13
09110 - Furniture Repairer, Minor	21.55
09130 - Upholsterer	22.98
11000 - General Services And Support Occupations	

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11030 - Cleaner, Vehicles	14.91
11060 - Elevator Operator	14.91
11090 - Gardener	17.80
11122 - Housekeeping Aide	13.40
11150 - Janitor	13.41
11210 - Laborer, Grounds Maintenance	14.78
11240 - Maid or Houseman	12.07
11260 - Pruner	13.63
11270 - Tractor Operator	15.88
11330 - Trail Maintenance Worker	14.78
11360 - Window Cleaner	14.24
12000 - Health Occupations	
12010 - Ambulance Driver	17.90
12011 - Breath Alcohol Technician	19.72
12012 - Certified Occupational Therapist Assistant	22.17
12015 - Certified Physical Therapist Assistant	22.17
12020 - Dental Assistant	17.78
12025 - Dental Hygienist	35.19
12030 - EKG Technician	26.77
12035 - Electroneurodiagnostic Technologist	26.77
12040 - Emergency Medical Technician	17.90
12071 - Licensed Practical Nurse I	17.61
12072 - Licensed Practical Nurse II	19.72
12073 - Licensed Practical Nurse III	21.34
12100 - Medical Assistant	14.38
12130 - Medical Laboratory Technician	22.29
12160 - Medical Record Clerk	16.13
12190 - Medical Record Technician	19.47
12195 - Medical Transcriptionist	18.11
12210 - Nuclear Medicine Technologist	33.73
12221 - Nursing Assistant I	11.25
12222 - Nursing Assistant II	12.27
12223 - Nursing Assistant III	13.40
12224 - Nursing Assistant IV	15.04
12235 - Optical Dispenser	19.36
12236 - Optical Technician	17.61
12250 - Pharmacy Technician	17.43
12280 - Phlebotomist	15.04
12305 - Radiologic Technologist	26.11
12311 - Registered Nurse I	29.83
12312 - Registered Nurse II	32.20
12313 - Registered Nurse II, Specialist	32.20
12314 - Registered Nurse III	44.14
12315 - Registered Nurse III, Anesthetist	44.14

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12316 - Registered Nurse IV		52.92
12317 - Scheduler (Drug and Alcohol Testing)		24.04
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		21.47
13012 - Exhibits Specialist II		26.61
13013 - Exhibits Specialist III		32.54
13041 - Illustrator I		21.64
13042 - Illustrator II		28.26
13043 - Illustrator III		33.45
13047 - Librarian		30.28
13050 - Library Aide/Clerk		13.49
13054 - Library Information Technology Systems Administrator		25.71
13058 - Library Technician		18.56
13061 - Media Specialist I		18.54
13062 - Media Specialist II		20.75
13063 - Media Specialist III		23.13
13071 - Photographer I		19.42
13072 - Photographer II		22.61
13073 - Photographer III		29.56
13074 - Photographer IV		34.28
13075 - Photographer V		39.82
13110 - Video Teleconference Technician		19.13
14000 - Information Technology Occupations		
14041 - Computer Operator I		16.74
14042 - Computer Operator II		19.20
14043 - Computer Operator III		21.16
14044 - Computer Operator IV		23.46
14045 - Computer Operator V		25.58
14071 - Computer Programmer I	(see 1)	22.60
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		16.74
14160 - Personal Computer Support Technician		23.46
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		32.52
15020 - Aircrew Training Devices Instructor (Rated)		39.35
15030 - Air Crew Training Devices Instructor (Pilot)		45.62
15050 - Computer Based Training Specialist / Instructor		32.52
15060 - Educational Technologist		30.30

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15070 - Flight Instructor (Pilot)		45.62
15080 - Graphic Artist		25.87
15090 - Technical Instructor		24.59
15095 - Technical Instructor/Course Developer		32.69
15110 - Test Proctor		21.80
15120 - Tutor		21.80
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.00
16030 - Counter Attendant		10.00
16040 - Dry Cleaner		13.34
16070 - Finisher, Flatwork, Machine		10.00
16090 - Presser, Hand		10.00
16110 - Presser, Machine, Drycleaning		10.00
16130 - Presser, Machine, Shirts		10.00
16160 - Presser, Machine, Wearing Apparel, Laundry		10.00
16190 - Sewing Machine Operator		14.52
16220 - Tailor		15.65
16250 - Washer, Machine		11.08
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		26.18
19040 - Tool And Die Maker		29.03
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		20.65
21030 - Material Coordinator		24.54
21040 - Material Expediter		24.54
21050 - Material Handling Laborer		15.24
21071 - Order Filler		15.25
21080 - Production Line Worker (Food Processing)		20.65
21110 - Shipping Packer		17.34
21130 - Shipping/Receiving Clerk		17.34
21140 - Store Worker I		17.19
21150 - Stock Clerk		21.86
21210 - Tools And Parts Attendant		20.65
21410 - Warehouse Specialist		20.65
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		27.20
23021 - Aircraft Mechanic I		26.35
23022 - Aircraft Mechanic II		27.20
23023 - Aircraft Mechanic III		28.07
23040 - Aircraft Mechanic Helper		19.51
23050 - Aircraft, Painter		25.57
23060 - Aircraft Servicer		22.27
23080 - Aircraft Worker		23.38
23110 - Appliance Mechanic		23.56

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23120 - Bicycle Repairer	18.30
23125 - Cable Splicer	27.91
23130 - Carpenter, Maintenance	25.65
23140 - Carpet Layer	25.15
23160 - Electrician, Maintenance	32.65
23181 - Electronics Technician Maintenance I	25.50
23182 - Electronics Technician Maintenance II	27.07
23183 - Electronics Technician Maintenance III	28.00
23260 - Fabric Worker	23.75
23290 - Fire Alarm System Mechanic	26.30
23310 - Fire Extinguisher Repairer	22.37
23311 - Fuel Distribution System Mechanic	26.51
23312 - Fuel Distribution System Operator	22.77
23370 - General Maintenance Worker	23.96
23380 - Ground Support Equipment Mechanic	26.35
23381 - Ground Support Equipment Servicer	22.27
23382 - Ground Support Equipment Worker	23.38
23391 - Gunsmith I	22.37
23392 - Gunsmith II	24.10
23393 - Gunsmith III	25.75
23410 - Heating, Ventilation And Air-Conditioning Mechanic	27.61
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.40
23430 - Heavy Equipment Mechanic	29.63
23440 - Heavy Equipment Operator	25.52
23460 - Instrument Mechanic	28.93
23465 - Laboratory/Shelter Mechanic	24.89
23470 - Laborer	16.69
23510 - Locksmith	23.44
23530 - Machinery Maintenance Mechanic	28.66
23550 - Machinist, Maintenance	27.99
23580 - Maintenance Trades Helper	19.73
23591 - Metrology Technician I	28.93
23592 - Metrology Technician II	29.73
23593 - Metrology Technician III	30.69
23640 - Millwright	34.10
23710 - Office Appliance Repairer	24.76
23760 - Painter, Maintenance	26.60
23790 - Pipefitter, Maintenance	29.87
23810 - Plumber, Maintenance	29.24
23820 - Pneudraulic Systems Mechanic	25.75
23850 - Rigger	25.94
23870 - Scale Mechanic	24.10

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23890 - Sheet-Metal Worker, Maintenance		29.24
23910 - Small Engine Mechanic		23.98
23931 - Telecommunications Mechanic I		26.78
23932 - Telecommunications Mechanic II		27.49
23950 - Telephone Lineman		25.23
23960 - Welder, Combination, Maintenance		26.46
23965 - Well Driller		25.34
23970 - Woodcraft Worker		26.30
23980 - Woodworker		22.37
24000 - Personal Needs Occupations		
24570 - Child Care Attendant		13.85
24580 - Child Care Center Clerk		18.10
24610 - Chore Aide		11.09
24620 - Family Readiness And Support Services Coordinator		17.41
24630 - Homemaker		19.20
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender		28.00
25040 - Sewage Plant Operator		25.78
25070 - Stationary Engineer		28.00
25190 - Ventilation Equipment Tender		22.06
25210 - Water Treatment Plant Operator		25.67
27000 - Protective Service Occupations		
27004 - Alarm Monitor		20.29
27007 - Baggage Inspector		12.93
27008 - Corrections Officer		23.65
27010 - Court Security Officer		23.72
27030 - Detection Dog Handler		18.96
27040 - Detention Officer		23.65
27070 - Firefighter		21.27
27101 - Guard I		12.93
27102 - Guard II		18.96
27131 - Police Officer I		27.65
27132 - Police Officer II		30.72
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		14.14
28042 - Carnival Equipment Repairer		14.65
28043 - Carnival Equipment Worker		12.22
28210 - Gate Attendant/Gate Tender		14.59
28310 - Lifeguard		13.00
28350 - Park Attendant (Aide)		16.32
28510 - Recreation Aide/Health Facility Attendant		11.16
28515 - Recreation Specialist		17.46
28630 - Sports Official		13.00

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28690 - Swimming Pool Operator		20.87
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		24.84
29020 - Hatch Tender		24.84
29030 - Line Handler		24.84
29041 - Stevedore I		24.00
29042 - Stevedore II		25.70
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)		38.88
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)		26.82
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)		29.53
30021 - Archeological Technician I		20.08
30022 - Archeological Technician II		22.47
30023 - Archeological Technician III		27.83
30030 - Cartographic Technician		27.83
30040 - Civil Engineering Technician		25.65
30061 - Drafter/CAD Operator I		20.08
30062 - Drafter/CAD Operator II		22.47
30063 - Drafter/CAD Operator III		25.05
30064 - Drafter/CAD Operator IV		30.82
30081 - Engineering Technician I		18.36
30082 - Engineering Technician II		21.64
30083 - Engineering Technician III		24.21
30084 - Engineering Technician IV		30.00
30085 - Engineering Technician V		36.70
30086 - Engineering Technician VI		44.38
30090 - Environmental Technician		23.66
30210 - Laboratory Technician		20.83
30240 - Mathematical Technician		27.83
30361 - Paralegal/Legal Assistant I		20.88
30362 - Paralegal/Legal Assistant II		25.86
30363 - Paralegal/Legal Assistant III		31.63
30364 - Paralegal/Legal Assistant IV		38.28
30390 - Photo-Optics Technician		28.08
30461 - Technical Writer I		24.37
30462 - Technical Writer II		29.82
30463 - Technical Writer III		36.08
30491 - Unexploded Ordnance (UXO) Technician I		24.71
30492 - Unexploded Ordnance (UXO) Technician II		29.90
30493 - Unexploded Ordnance (UXO) Technician III		35.84
30494 - Unexploded (UXO) Safety Escort		24.71
30495 - Unexploded (UXO) Sweep Personnel		24.71
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	24.80

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30621 - Weather Observer, Senior	(see 2)	27.55
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		13.47
31030 - Bus Driver		17.19
31043 - Driver Courier		17.03
31260 - Parking and Lot Attendant		13.20
31290 - Shuttle Bus Driver		18.55
31310 - Taxi Driver		13.70
31361 - Truckdriver, Light		18.08
31362 - Truckdriver, Medium		19.61
31363 - Truckdriver, Heavy		21.82
31364 - Truckdriver, Tractor-Trailer		21.82
99000 - Miscellaneous Occupations		
99030 - Cashier		10.62
99050 - Desk Clerk		10.62
99095 - Embalmer		26.66
99251 - Laboratory Animal Caretaker I		13.77
99252 - Laboratory Animal Caretaker II		15.32
99310 - Mortician		28.35
99410 - Pest Controller		20.39
99510 - Photofinishing Worker		15.49
99710 - Recycling Laborer		15.07
99711 - Recycling Specialist		16.58
99730 - Refuse Collector		16.82
99810 - Sales Clerk		12.09
99820 - School Crossing Guard		11.92
99830 - Survey Party Chief		22.62
99831 - Surveying Aide		12.97
99832 - Surveying Technician		19.86
99840 - Vending Machine Attendant		20.52
99841 - Vending Machine Repairer		22.53
99842 - Vending Machine Repairer Helper		20.52

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 15 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) 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.