

"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
		Wage Determination No.: 2015-4897
Daniel W. Simms	Division of	Revision No.: 10
Director	Wage Determinations	Date Of Last Revision: 07/16/2019

Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.60 for calendar year 2019 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 \$10.60 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 2019. 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: Wisconsin

Area: Wisconsin Counties of Columbia Dane Green Iowa

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.27
01012 - Accounting Clerk II		17.14
01013 - Accounting Clerk III		19.18
01020 - Administrative Assistant		27.26
01035 - Court Reporter		17.14
01041 - Customer Service Representative I		14.40
01042 - Customer Service Representative II		16.19
01043 - Customer Service Representative III		17.66
01051 - Data Entry Operator I		15.02
01052 - Data Entry Operator II		16.85
01060 - Dispatcher Motor Vehicle		20.15
01070 - Document Preparation Clerk		15.14
01090 - Duplicating Machine Operator		15.14
01111 - General Clerk I		14.00
01112 - General Clerk II		15.27
01113 - General Clerk III		17.15
01120 - Housing Referral Assistant		19.54
01141 - Messenger Courier		13.95
01191 - Order Clerk I		16.21
01192 - Order Clerk II		17.70
01261 - Personnel Assistant (Employment) I		17.09
01262 - Personnel Assistant (Employment) II		19.12
01263 - Personnel Assistant (Employment) III		21.31
01270 - Production Control Clerk		24.28
01290 - Rental Clerk		12.76
01300 - Scheduler Maintenance		15.32
01311 - Secretary I		15.32
01312 - Secretary II		17.14
01313 - Secretary III		19.54
01320 - Service Order Dispatcher		18.01
01410 - Supply Technician		27.26
01420 - Survey Worker		18.48

01460 - Switchboard Operator/Receptionist	15.36
01531 - Travel Clerk I	15.60
01532 - Travel Clerk II	16.86
01533 - Travel Clerk III	18.25
01611 - Word Processor I	17.67
01612 - Word Processor II	19.83
01613 - Word Processor III	22.19
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	21.56
05010 - Automotive Electrician	18.47
05040 - Automotive Glass Installer	18.07
05070 - Automotive Worker	18.07
05110 - Mobile Equipment Servicer	16.03
05130 - Motor Equipment Metal Mechanic	19.01
05160 - Motor Equipment Metal Worker	18.07
05190 - Motor Vehicle Mechanic	19.01
05220 - Motor Vehicle Mechanic Helper	15.05
05250 - Motor Vehicle Upholstery Worker	17.50
05280 - Motor Vehicle Wrecker	18.07
05310 - Painter Automotive	18.32
05340 - Radiator Repair Specialist	18.07
05370 - Tire Repairer	15.11
05400 - Transmission Repair Specialist	19.01
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.55
07041 - Cook I	15.17
07042 - Cook II	16.67
07070 - Dishwasher	10.98
07130 - Food Service Worker	11.61
07210 - Meat Cutter	18.32
07260 - Waiter/Waitress	12.56
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.94
09040 - Furniture Handler	14.87
09080 - Furniture Refinisher	16.43
09090 - Furniture Refinisher Helper	15.31
09110 - Furniture Repairer Minor	16.18

09130 - Upholsterer	17.29
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	13.34
11060 - Elevator Operator	13.49
11090 - Gardener	18.89
11122 - Housekeeping Aide	13.49
11150 - Janitor	13.49
11210 - Laborer Grounds Maintenance	15.24
11240 - Maid or Houseman	11.22
11260 - Pruner	14.05
11270 - Tractor Operator	17.68
11330 - Trail Maintenance Worker	15.24
11360 - Window Cleaner	14.63
12000 - Health Occupations	
12010 - Ambulance Driver	16.56
12011 - Breath Alcohol Technician	20.47
12012 - Certified Occupational Therapist Assistant	23.44
12015 - Certified Physical Therapist Assistant	23.76
12020 - Dental Assistant	19.48
12025 - Dental Hygienist	32.52
12030 - EKG Technician	34.16
12035 - Electroneurodiagnostic Technologist	34.16
12040 - Emergency Medical Technician	16.56
12071 - Licensed Practical Nurse I	18.29
12072 - Licensed Practical Nurse II	20.47
12073 - Licensed Practical Nurse III	22.81
12100 - Medical Assistant	18.33
12130 - Medical Laboratory Technician	26.36
12160 - Medical Record Clerk	19.68
12190 - Medical Record Technician	22.02
12195 - Medical Transcriptionist	19.45
12210 - Nuclear Medicine Technologist	44.10
12221 - Nursing Assistant I	11.36
12222 - Nursing Assistant II	12.77
12223 - Nursing Assistant III	13.93
12224 - Nursing Assistant IV	15.64
12235 - Optical Dispenser	17.62

12236 - Optical Technician	18.36
12250 - Pharmacy Technician	16.97
12280 - Phlebotomist	17.30
12305 - Radiologic Technologist	28.83
12311 - Registered Nurse I	24.18
12312 - Registered Nurse II	29.59
12313 - Registered Nurse II Specialist	29.59
12314 - Registered Nurse III	35.80
12315 - Registered Nurse III Anesthetist	35.80
12316 - Registered Nurse IV	42.91
12317 - Scheduler (Drug and Alcohol Testing)	25.35
12320 - Substance Abuse Treatment Counselor	26.62
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.68
13012 - Exhibits Specialist II	26.85
13013 - Exhibits Specialist III	32.84
13041 - Illustrator I	21.68
13042 - Illustrator II	26.85
13043 - Illustrator III	32.84
13047 - Librarian	29.74
13050 - Library Aide/Clerk	15.03
13054 - Library Information Technology Systems Administrator	26.85
13058 - Library Technician	14.64
13061 - Media Specialist I	19.37
13062 - Media Specialist II	21.68
13063 - Media Specialist III	24.16
13071 - Photographer I	15.74
13072 - Photographer II	17.61
13073 - Photographer III	21.82
13074 - Photographer IV	26.69
13075 - Photographer V	32.29
13090 - Technical Order Library Clerk	18.61
13110 - Video Teleconference Technician	22.46
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.58
14042 - Computer Operator II	19.66

14043 - Computer Operator III	21.93
14044 - Computer Operator IV	24.37
14045 - Computer Operator V	26.97
14071 - Computer Programmer I (see 1)	22.65
14072 - Computer Programmer II (see 1)	26.02
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	17.58
14160 - Personal Computer Support Technician	24.37
14170 - System Support Specialist	36.05
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.53
15020 - Aircrew Training Devices Instructor (Rated)	34.51
15030 - Air Crew Training Devices Instructor (Pilot)	41.11
15050 - Computer Based Training Specialist / Instructor	28.53
15060 - Educational Technologist	33.55
15070 - Flight Instructor (Pilot)	41.11
15080 - Graphic Artist	24.16
15085 - Maintenance Test Pilot Fixed Jet/Prop	41.36
15086 - Maintenance Test Pilot Rotary Wing	41.36
15088 - Non-Maintenance Test/Co-Pilot	41.36
15090 - Technical Instructor	22.13
15095 - Technical Instructor/Course Developer	27.07
15110 - Test Proctor	17.87
15120 - Tutor	17.87
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	13.43
16030 - Counter Attendant	13.43
16040 - Dry Cleaner	16.26
16070 - Finisher Flatwork Machine	13.43
16090 - Presser Hand	13.43
16110 - Presser Machine Drycleaning	13.43
16130 - Presser Machine Shirts	13.43
16160 - Presser Machine Wearing Apparel Laundry	13.43

16190 - Sewing Machine Operator	16.94
16220 - Tailor	17.62
16250 - Washer Machine	14.76
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.46
19040 - Tool And Die Maker	24.20
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.66
21030 - Material Coordinator	24.28
21040 - Material Expediter	24.28
21050 - Material Handling Laborer	15.82
21071 - Order Filler	12.15
21080 - Production Line Worker (Food Processing)	16.66
21110 - Shipping Packer	17.27
21130 - Shipping/Receiving Clerk	17.27
21140 - Store Worker I	14.48
21150 - Stock Clerk	18.52
21210 - Tools And Parts Attendant	16.66
21410 - Warehouse Specialist	16.66
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.78
23019 - Aircraft Logs and Records Technician	24.56
23021 - Aircraft Mechanic I	26.46
23022 - Aircraft Mechanic II	27.78
23023 - Aircraft Mechanic III	29.16
23040 - Aircraft Mechanic Helper	22.20
23050 - Aircraft Painter	24.98
23060 - Aircraft Servicer	24.56
23070 - Aircraft Survival Flight Equipment Technician	24.98
23080 - Aircraft Worker	25.75
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	25.75
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	26.46
23110 - Appliance Mechanic	21.20
23120 - Bicycle Repairer	16.04
23125 - Cable Splicer	32.71

23130 - Carpenter Maintenance	26.81
23140 - Carpet Layer	24.57
23160 - Electrician Maintenance	29.06
23181 - Electronics Technician Maintenance I	25.52
23182 - Electronics Technician Maintenance II	26.54
23183 - Electronics Technician Maintenance III	27.59
23260 - Fabric Worker	24.44
23290 - Fire Alarm System Mechanic	23.19
23310 - Fire Extinguisher Repairer	23.29
23311 - Fuel Distribution System Mechanic	31.96
23312 - Fuel Distribution System Operator	25.74
23370 - General Maintenance Worker	19.97
23380 - Ground Support Equipment Mechanic	26.46
23381 - Ground Support Equipment Servicer	24.56
23382 - Ground Support Equipment Worker	25.75
23391 - Gunsmith I	23.29
23392 - Gunsmith II	25.59
23393 - Gunsmith III	27.45
23410 - Heating Ventilation And Air-Conditioning Mechanic	25.75
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	26.51
23430 - Heavy Equipment Mechanic	25.68
23440 - Heavy Equipment Operator	33.52
23460 - Instrument Mechanic	28.79
23465 - Laboratory/Shelter Mechanic	26.62
23470 - Laborer	15.82
23510 - Locksmith	20.14
23530 - Machinery Maintenance Mechanic	25.77
23550 - Machinist Maintenance	21.28
23580 - Maintenance Trades Helper	15.96
23591 - Metrology Technician I	28.79
23592 - Metrology Technician II	29.64
23593 - Metrology Technician III	30.56
23640 - Millwright	27.45
23710 - Office Appliance Repairer	21.78
23760 - Painter Maintenance	25.60

23790 - Pipefitter Maintenance	37.94
23810 - Plumber Maintenance	36.79
23820 - Pneudraulic Systems Mechanic	27.45
23850 - Rigger	27.45
23870 - Scale Mechanic	25.59
23890 - Sheet-Metal Worker Maintenance	23.74
23910 - Small Engine Mechanic	16.72
23931 - Telecommunications Mechanic I	25.63
23932 - Telecommunications Mechanic II	27.27
23950 - Telephone Lineman	31.70
23960 - Welder Combination Maintenance	21.13
23965 - Well Driller	27.45
23970 - Woodcraft Worker	27.45
23980 - Woodworker	23.29
24000 - Personal Needs Occupations	
24550 - Case Manager	15.08
24570 - Child Care Attendant	11.77
24580 - Child Care Center Clerk	14.90
24610 - Chore Aide	12.43
24620 - Family Readiness And Support Services Coordinator	15.08
24630 - Homemaker	16.41
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.45
25040 - Sewage Plant Operator	26.79
25070 - Stationary Engineer	27.45
25190 - Ventilation Equipment Tender	21.80
25210 - Water Treatment Plant Operator	26.79
27000 - Protective Service Occupations	
27004 - Alarm Monitor	24.37
27007 - Baggage Inspector	14.50
27008 - Corrections Officer	20.21
27010 - Court Security Officer	21.46
27030 - Detection Dog Handler	16.81
27040 - Detention Officer	20.21
27070 - Firefighter	20.80
27101 - Guard I	14.50

27102 - Guard II	16.81
27131 - Police Officer I	27.86
27132 - Police Officer II	30.97
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.40
28042 - Carnival Equipment Repairer	15.39
28043 - Carnival Worker	11.63
28210 - Gate Attendant/Gate Tender	15.40
28310 - Lifeguard	12.11
28350 - Park Attendant (Aide)	17.23
28510 - Recreation Aide/Health Facility Attendant	12.66
28515 - Recreation Specialist	20.10
28630 - Sports Official	13.72
28690 - Swimming Pool Operator	17.18
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.59
29020 - Hatch Tender	25.59
29030 - Line Handler	25.59
29041 - Stevedore I	24.44
29042 - Stevedore II	26.62
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	38.78
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	26.74
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	29.45
30021 - Archeological Technician I	17.10
30022 - Archeological Technician II	19.13
30023 - Archeological Technician III	23.69
30030 - Cartographic Technician	23.69
30040 - Civil Engineering Technician	26.14
30051 - Cryogenic Technician I	25.58
30052 - Cryogenic Technician II	28.25
30061 - Drafter/CAD Operator I	17.10
30062 - Drafter/CAD Operator II	19.13
30063 - Drafter/CAD Operator III	21.32
30064 - Drafter/CAD Operator IV	26.24
30081 - Engineering Technician I	15.26
30082 - Engineering Technician II	16.56

30083 - Engineering Technician III	18.53
30084 - Engineering Technician IV	22.94
30085 - Engineering Technician V	28.07
30086 - Engineering Technician VI	33.95
30090 - Environmental Technician	24.39
30095 - Evidence Control Specialist	23.09
30210 - Laboratory Technician	20.72
30221 - Latent Fingerprint Technician I	23.35
30222 - Latent Fingerprint Technician II	25.79
30240 - Mathematical Technician	23.69
30361 - Paralegal/Legal Assistant I	17.72
30362 - Paralegal/Legal Assistant II	22.47
30363 - Paralegal/Legal Assistant III	26.77
30364 - Paralegal/Legal Assistant IV	32.38
30375 - Petroleum Supply Specialist	28.25
30390 - Photo-Optics Technician	23.09
30395 - Radiation Control Technician	28.25
30461 - Technical Writer I	23.09
30462 - Technical Writer II	28.25
30463 - Technical Writer III	34.17
30491 - Unexploded Ordnance (UXO) Technician I	24.65
30492 - Unexploded Ordnance (UXO) Technician II	29.82
30493 - Unexploded Ordnance (UXO) Technician III	35.74
30494 - Unexploded (UXO) Safety Escort	24.65
30495 - Unexploded (UXO) Sweep Personnel	24.65
30501 - Weather Forecaster I	26.24
30502 - Weather Forecaster II	31.92
30620 - Weather Observer Combined Upper Air Or	(see 2) 21.32
Surface Programs	
30621 - Weather Observer Senior	(see 2) 23.69
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	29.82
31020 - Bus Aide	18.55
31030 - Bus Driver	24.12
31043 - Driver Courier	14.57
31260 - Parking and Lot Attendant	13.27
31290 - Shuttle Bus Driver	15.57

31310 - Taxi Driver	13.36
31361 - Truckdriver Light	15.57
31362 - Truckdriver Medium	16.48
31363 - Truckdriver Heavy	22.34
31364 - Truckdriver Tractor-Trailer	22.34
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.54
99030 - Cashier	10.47
99050 - Desk Clerk	10.59
99095 - Embalmer	31.22
99130 - Flight Follower	24.65
99251 - Laboratory Animal Caretaker I	11.41
99252 - Laboratory Animal Caretaker II	12.14
99260 - Marketing Analyst	27.78
99310 - Mortician	31.22
99410 - Pest Controller	22.34
99510 - Photofinishing Worker	14.93
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	21.63
99730 - Refuse Collector	17.83
99810 - Sales Clerk	12.91
99820 - School Crossing Guard	16.08
99830 - Survey Party Chief	24.43
99831 - Surveying Aide	18.06
99832 - Surveying Technician	18.91
99840 - Vending Machine Attendant	17.30
99841 - Vending Machine Repairer	20.30
99842 - Vending Machine Repairer Helper	17.30

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: \$4.54 per hour up to 40 hours per week or \$181.60 per week or \$786.93 per month

HEALTH & WELFARE EO 13706: \$4.22 per hour up to 40 hours per week or \$168.80 per week or \$731.47 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) Does not apply to employees employed in a bona fide executive administrative or professional capacity as defined and delineated in 29 CFR Part 541. (See 29 CFR 4.156)

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 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))."