

WD 05-2575 (Rev.-12) was first posted on www.wdol.gov on 06/19/2012

\*\*\*\*\*

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.: 2005-2575  
Revision No.: 12  
Date Of Revision: 06/13/2012

State: Wisconsin

Area: Wisconsin Counties of Brown, Calumet, Door, Florence, Fond Du Lac,  
Forest, Green Lake, Kewaunee, Langlade, Lincoln, Manitowoc, Marathon,  
Marinette, Marquette, Menominee, Oconto, Oneida, Outagamie, Portage, Shawano,  
Sheboygan, Vilas, Waupaca, Waushara, Winnebago

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.76
01012 - Accounting Clerk II		14.43
01013 - Accounting Clerk III		16.22
01020 - Administrative Assistant		18.47
01040 - Court Reporter		17.06
01051 - Data Entry Operator I		11.32
01052 - Data Entry Operator II		12.35
01060 - Dispatcher, Motor Vehicle		17.62
01070 - Document Preparation Clerk		13.94
01090 - Duplicating Machine Operator		13.94
01111 - General Clerk I		11.83
01112 - General Clerk II		12.91
01113 - General Clerk III		14.49
01120 - Housing Referral Assistant		18.05
01141 - Messenger Courier		12.20
01191 - Order Clerk I		13.45
01192 - Order Clerk II		15.36
01261 - Personnel Assistant (Employment) I		13.55
01262 - Personnel Assistant (Employment) II		15.15
01263 - Personnel Assistant (Employment) III		16.90
01270 - Production Control Clerk		19.61
01280 - Receptionist		12.31
01290 - Rental Clerk		10.71
01300 - Scheduler, Maintenance		14.47
01311 - Secretary I		14.47
01312 - Secretary II		16.19
01313 - Secretary III		18.05
01320 - Service Order Dispatcher		16.04
01410 - Supply Technician		18.47
01420 - Survey Worker		13.91
01531 - Travel Clerk I		13.94
01532 - Travel Clerk II		15.05
01533 - Travel Clerk III		16.18
01611 - Word Processor I		12.10
01612 - Word Processor II		13.58
01613 - Word Processor III		15.13
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.13

05010 - Automotive Electrician	19.16
05040 - Automotive Glass Installer	18.37
05070 - Automotive Worker	18.37
05110 - Mobile Equipment Servicer	16.97
05130 - Motor Equipment Metal Mechanic	19.76
05160 - Motor Equipment Metal Worker	18.37
05190 - Motor Vehicle Mechanic	18.78
05220 - Motor Vehicle Mechanic Helper	16.20
05250 - Motor Vehicle Upholstery Worker	17.77
05280 - Motor Vehicle Wrecker	18.37
05310 - Painter, Automotive	19.16
05340 - Radiator Repair Specialist	18.37
05370 - Tire Repairer	13.57
05400 - Transmission Repair Specialist	19.76
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.24
07041 - Cook I	11.75
07042 - Cook II	13.08
07070 - Dishwasher	8.03
07130 - Food Service Worker	9.11
07210 - Meat Cutter	14.91
07260 - Waiter/Waitress	8.96
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.44
09040 - Furniture Handler	13.11
09080 - Furniture Refinisher	17.44
09090 - Furniture Refinisher Helper	14.73
09110 - Furniture Repairer, Minor	16.17
09130 - Upholsterer	17.44
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.20
11060 - Elevator Operator	11.20
11090 - Gardener	14.41
11122 - Housekeeping Aide	11.41
11150 - Janitor	11.41
11210 - Laborer, Grounds Maintenance	12.71
11240 - Maid or Houseman	9.49
11260 - Pruner	11.63
11270 - Tractor Operator	14.50
11330 - Trail Maintenance Worker	12.71
11360 - Window Cleaner	12.24
12000 - Health Occupations	
12010 - Ambulance Driver	13.44
12011 - Breath Alcohol Technician	16.76
12012 - Certified Occupational Therapist Assistant	23.03
12015 - Certified Physical Therapist Assistant	21.96
12020 - Dental Assistant	15.13
12025 - Dental Hygienist	30.17
12030 - EKG Technician	28.59
12035 - Electroneurodiagnostic Technologist	28.59
12040 - Emergency Medical Technician	13.44
12071 - Licensed Practical Nurse I	14.98
12072 - Licensed Practical Nurse II	16.76
12073 - Licensed Practical Nurse III	18.95
12100 - Medical Assistant	14.39
12130 - Medical Laboratory Technician	18.09
12160 - Medical Record Clerk	14.38
12190 - Medical Record Technician	16.09
12195 - Medical Transcriptionist	15.83
12210 - Nuclear Medicine Technologist	35.19
12221 - Nursing Assistant I	10.06

12222 - Nursing Assistant II	11.31
12223 - Nursing Assistant III	12.34
12224 - Nursing Assistant IV	13.85
12235 - Optical Dispenser	15.10
12236 - Optical Technician	15.20
12250 - Pharmacy Technician	15.04
12280 - Phlebotomist	13.85
12305 - Radiologic Technologist	25.51
12311 - Registered Nurse I	24.38
12312 - Registered Nurse II	29.82
12313 - Registered Nurse II, Specialist	29.82
12314 - Registered Nurse III	36.08
12315 - Registered Nurse III, Anesthetist	36.08
12316 - Registered Nurse IV	43.24
12317 - Scheduler (Drug and Alcohol Testing)	21.06
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.60
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	19.89
13042 - Illustrator II	24.64
13043 - Illustrator III	30.15
13047 - Librarian	25.87
13050 - Library Aide/Clerk	12.66
13054 - Library Information Technology Systems Administrator	23.37
13058 - Library Technician	13.77
13061 - Media Specialist I	16.86
13062 - Media Specialist II	18.83
13063 - Media Specialist III	21.03
13071 - Photographer I	14.68
13072 - Photographer II	16.42
13073 - Photographer III	20.34
13074 - Photographer IV	24.89
13075 - Photographer V	30.11
13110 - Video Teleconference Technician	19.26
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.88
14042 - Computer Operator II	18.88
14043 - Computer Operator III	21.06
14044 - Computer Operator IV	23.40
14045 - Computer Operator V	26.59
14071 - Computer Programmer I	22.42
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	16.88
14160 - Personal Computer Support Technician	23.77
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.62
15020 - Aircrew Training Devices Instructor (Rated)	33.42
15030 - Air Crew Training Devices Instructor (Pilot)	39.11
15050 - Computer Based Training Specialist / Instructor	27.62
15060 - Educational Technologist	29.63
15070 - Flight Instructor (Pilot)	39.11
15080 - Graphic Artist	21.93
15090 - Technical Instructor	19.73
15095 - Technical Instructor/Course Developer	24.13

15110 - Test Proctor	15.92
15120 - Tutor	15.92
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.13
16030 - Counter Attendant	11.13
16040 - Dry Cleaner	13.96
16070 - Finisher, Flatwork, Machine	11.13
16090 - Presser, Hand	11.13
16110 - Presser, Machine, Drycleaning	11.13
16130 - Presser, Machine, Shirts	11.13
16160 - Presser, Machine, Wearing Apparel, Laundry	11.13
16190 - Sewing Machine Operator	14.80
16220 - Tailor	15.62
16250 - Washer, Machine	12.32
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.33
19040 - Tool And Die Maker	22.37
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.68
21030 - Material Coordinator	19.61
21040 - Material Expediter	19.61
21050 - Material Handling Laborer	12.33
21071 - Order Filler	12.24
21080 - Production Line Worker (Food Processing)	14.68
21110 - Shipping Packer	14.48
21130 - Shipping/Receiving Clerk	14.48
21140 - Store Worker I	13.31
21150 - Stock Clerk	16.87
21210 - Tools And Parts Attendant	14.68
21410 - Warehouse Specialist	14.68
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.48
23021 - Aircraft Mechanic I	22.58
23022 - Aircraft Mechanic II	23.48
23023 - Aircraft Mechanic III	24.79
23040 - Aircraft Mechanic Helper	18.03
23050 - Aircraft, Painter	21.60
23060 - Aircraft Servicer	19.85
23080 - Aircraft Worker	20.64
23110 - Appliance Mechanic	19.18
23120 - Bicycle Repairer	13.57
23125 - Cable Splicer	26.63
23130 - Carpenter, Maintenance	20.92
23140 - Carpet Layer	24.48
23160 - Electrician, Maintenance	25.14
23181 - Electronics Technician Maintenance I	21.45
23182 - Electronics Technician Maintenance II	23.94
23183 - Electronics Technician Maintenance III	25.01
23260 - Fabric Worker	19.67
23290 - Fire Alarm System Mechanic	21.03
23310 - Fire Extinguisher Repairer	18.68
23311 - Fuel Distribution System Mechanic	23.09
23312 - Fuel Distribution System Operator	20.55
23370 - General Maintenance Worker	20.33
23380 - Ground Support Equipment Mechanic	22.58
23381 - Ground Support Equipment Servicer	19.85
23382 - Ground Support Equipment Worker	20.64
23391 - Gunsmith I	18.65
23392 - Gunsmith II	20.73
23393 - Gunsmith III	22.72
23410 - Heating, Ventilation And Air-Conditioning	21.67

Mechanic	
23411 - Heating, Ventilation And Air Contditioning	22.53
Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	22.32
23440 - Heavy Equipment Operator	27.31
23460 - Instrument Mechanic	24.99
23465 - Laboratory/Shelter Mechanic	21.74
23470 - Laborer	12.33
23510 - Locksmith	20.85
23530 - Machinery Maintenance Mechanic	22.55
23550 - Machinist, Maintenance	21.78
23580 - Maintenance Trades Helper	16.20
23591 - Metrology Technician I	24.99
23592 - Metrology Technician II	25.98
23593 - Metrology Technician III	27.04
23640 - Millwright	25.29
23710 - Office Appliance Repairer	18.31
23760 - Painter, Maintenance	18.95
23790 - Pipefitter, Maintenance	28.71
23810 - Plumber, Maintenance	25.18
23820 - Pneudraulic Systems Mechanic	22.72
23850 - Rigger	22.72
23870 - Scale Mechanic	20.73
23890 - Sheet-Metal Worker, Maintenance	26.37
23910 - Small Engine Mechanic	19.91
23931 - Telecommunications Mechanic I	23.77
23932 - Telecommunications Mechanic II	24.58
23950 - Telephone Lineman	23.00
23960 - Welder, Combination, Maintenance	21.74
23965 - Well Driller	22.63
23970 - Woodcraft Worker	22.72
23980 - Woodworker	18.53
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.57
24580 - Child Care Center Clerk	15.19
24610 - Chore Aide	9.92
24620 - Family Readiness And Support Services Coordinator	17.90
24630 - Homemaker	18.52
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.40
25040 - Sewage Plant Operator	21.15
25070 - Stationary Engineer	25.40
25190 - Ventilation Equipment Tender	17.38
25210 - Water Treatment Plant Operator	21.15
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.84
27007 - Baggage Inspector	12.53
27008 - Corrections Officer	20.90
27010 - Court Security Officer	20.98
27030 - Detection Dog Handler	14.89
27040 - Detention Officer	20.90
27070 - Firefighter	18.34
27101 - Guard I	12.53
27102 - Guard II	14.89
27131 - Police Officer I	23.06
27132 - Police Officer II	25.62
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.66
28042 - Carnival Equipment Repairer	12.82
28043 - Carnival Equipment Worker	10.13

28210 - Gate Attendant/Gate Tender	14.39
28310 - Lifeguard	11.84
28350 - Park Attendant (Aide)	16.10
28510 - Recreation Aide/Health Facility Attendant	11.75
28515 - Recreation Specialist	17.71
28630 - Sports Official	12.82
28690 - Swimming Pool Operator	17.53
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.71
29020 - Hatch Tender	19.71
29030 - Line Handler	19.71
29041 - Stevedore I	18.70
29042 - Stevedore II	20.69
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	18.33
30022 - Archeological Technician II	20.50
30023 - Archeological Technician III	25.41
30030 - Cartographic Technician	25.41
30040 - Civil Engineering Technician	21.56
30061 - Drafter/CAD Operator I	18.33
30062 - Drafter/CAD Operator II	20.50
30063 - Drafter/CAD Operator III	22.86
30064 - Drafter/CAD Operator IV	28.13
30081 - Engineering Technician I	15.40
30082 - Engineering Technician II	18.41
30083 - Engineering Technician III	20.86
30084 - Engineering Technician IV	25.84
30085 - Engineering Technician V	31.61
30086 - Engineering Technician VI	38.25
30090 - Environmental Technician	23.49
30210 - Laboratory Technician	20.68
30240 - Mathematical Technician	25.41
30361 - Paralegal/Legal Assistant I	17.91
30362 - Paralegal/Legal Assistant II	22.13
30363 - Paralegal/Legal Assistant III	27.14
30364 - Paralegal/Legal Assistant IV	32.84
30390 - Photo-Optics Technician	25.41
30461 - Technical Writer I	22.67
30462 - Technical Writer II	27.72
30463 - Technical Writer III	31.57
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)	22.86
Surface Programs	
30621 - Weather Observer, Senior (see 2)	25.41
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.75
31030 - Bus Driver	15.09
31043 - Driver Courier	11.72
31260 - Parking and Lot Attendant	9.71
31290 - Shuttle Bus Driver	12.52
31310 - Taxi Driver	10.63
31361 - Truckdriver, Light	12.41
31362 - Truckdriver, Medium	13.11
31363 - Truckdriver, Heavy	19.23

31364 - Truckdriver, Tractor-Trailer	19.23
99000 - Miscellaneous Occupations	
99030 - Cashier	8.84
99050 - Desk Clerk	9.40
99095 - Embalmer	32.56
99251 - Laboratory Animal Caretaker I	10.53
99252 - Laboratory Animal Caretaker II	11.22
99310 - Mortician	32.56
99410 - Pest Controller	17.06
99510 - Photofinishing Worker	13.35
99710 - Recycling Laborer	18.56
99711 - Recycling Specialist	20.65
99730 - Refuse Collector	17.02
99810 - Sales Clerk	12.02
99820 - School Crossing Guard	10.82
99830 - Survey Party Chief	25.04
99831 - Surveying Aide	14.63
99832 - Surveying Technician	19.12
99840 - Vending Machine Attendant	12.64
99841 - Vending Machine Repairer	15.00
99842 - Vending Machine Repairer Helper	12.64

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.