
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.: 2005-2216
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State: Kansas

Area: Kansas Counties of Allen, Barber, Barton, Bourbon, Butler, Chase, Chautauqua, Cherokee, Cheyenne, Clark, Comanche, Cowley, Crawford, Decatur, Edwards, Elk, Ellis, Ellsworth, Finney, Ford, Gove, Graham, Grant, Gray, Greeley, Greenwood, Hamilton, Harper, Harvey, Haskell, Hodgeman, Jewell, Kearny, Kingman, Kiowa, Labette, Lane, Lincoln, Logan, Marion, McPherson, Meade, Mitchell, Montgomery, Morton, Neosho, Ness, Norton, Osborne, Pawnee, Phillips, Pratt, Rawlins, Reno, Rice, Rooks, Rush, Russell, Scott, Sedgwick, Seward, Sheridan, Sherman, Smith, Stafford, Stanton, Stevens, Sumner, Thomas, Trego, Wallace, Wichita, Wilson, Woodson

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.69
01012 - Accounting Clerk II		15.89
01013 - Accounting Clerk III		17.75
01020 - Administrative Assistant		19.09
01040 - Court Reporter		22.72
01051 - Data Entry Operator I		13.80
01052 - Data Entry Operator II		15.07
01060 - Dispatcher, Motor Vehicle		16.19
01070 - Document Preparation Clerk		14.46
01090 - Duplicating Machine Operator		14.47
01111 - General Clerk I		11.59
01112 - General Clerk II		12.65
01113 - General Clerk III		14.20
01120 - Housing Referral Assistant		16.15
01141 - Messenger Courier		12.43
01191 - Order Clerk I		12.48
01192 - Order Clerk II		13.62
01261 - Personnel Assistant (Employment) I		14.14
01262 - Personnel Assistant (Employment) II		15.81
01263 - Personnel Assistant (Employment) III		17.85
01270 - Production Control Clerk		20.84
01280 - Receptionist		10.96
01290 - Rental Clerk		13.83
01300 - Scheduler, Maintenance		12.55
01311 - Secretary I		12.55
01312 - Secretary II		14.04
01313 - Secretary III		16.15
01320 - Service Order Dispatcher		14.01
01410 - Supply Technician		19.09
01420 - Survey Worker		13.37
01531 - Travel Clerk I		12.58
01532 - Travel Clerk II		13.25
01533 - Travel Clerk III		14.27
01611 - Word Processor I		11.87
01612 - Word Processor II		13.24
01613 - Word Processor III		14.74
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		20.95
05010 - Automotive Electrician		19.91
05040 - Automotive Glass Installer		19.06
05070 - Automotive Worker		19.06
05110 - Mobile Equipment Servicer		16.98
05130 - Motor Equipment Metal Mechanic		20.95
05160 - Motor Equipment Metal Worker		19.06
05190 - Motor Vehicle Mechanic		21.18
05220 - Motor Vehicle Mechanic Helper		15.92
05250 - Motor Vehicle Upholstery Worker		18.02
05280 - Motor Vehicle Wrecker		19.06
05310 - Painter, Automotive		19.91
05340 - Radiator Repair Specialist		19.06
05370 - Tire Repairer		15.62
05400 - Transmission Repair Specialist		20.95

07000 - Food Preparation And Service Occupations	
07010 - Baker	11.71
07041 - Cook I	10.46
07042 - Cook II	11.75
07070 - Dishwasher	7.66
07130 - Food Service Worker	8.12
07210 - Meat Cutter	13.67
07260 - Waiter/Waitress	8.14
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.62
09040 - Furniture Handler	13.76
09080 - Furniture Refinisher	19.62
09090 - Furniture Refinisher Helper	15.66
09110 - Furniture Repairer, Minor	17.54
09130 - Upholsterer	19.62
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.31
11060 - Elevator Operator	10.62
11090 - Gardener	11.43
11122 - Housekeeping Aide	10.62
11150 - Janitor	10.62
11210 - Laborer, Grounds Maintenance	10.55
11240 - Maid or Houseman	8.83
11260 - Pruner	9.68
11270 - Tractor Operator	11.39
11330 - Trail Maintenance Worker	10.55
11360 - Window Cleaner	11.57
12000 - Health Occupations	
12010 - Ambulance Driver	16.19
12011 - Breath Alcohol Technician	15.23
12012 - Certified Occupational Therapist Assistant	21.08
12015 - Certified Physical Therapist Assistant	20.99
12020 - Dental Assistant	15.32
12025 - Dental Hygienist	29.85
12030 - EKG Technician	21.59
12035 - Electroneurodiagnostic Technologist	21.59
12040 - Emergency Medical Technician	16.19
12071 - Licensed Practical Nurse I	14.10
12072 - Licensed Practical Nurse II	15.77
12073 - Licensed Practical Nurse III	17.59
12100 - Medical Assistant	12.05
12130 - Medical Laboratory Technician	13.97
12160 - Medical Record Clerk	13.01
12190 - Medical Record Technician	14.89
12195 - Medical Transcriptionist	14.22
12210 - Nuclear Medicine Technologist	32.84
12221 - Nursing Assistant I	9.71
12222 - Nursing Assistant II	10.92
12223 - Nursing Assistant III	11.92
12224 - Nursing Assistant IV	13.37
12235 - Optical Dispenser	13.59
12236 - Optical Technician	13.86
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	13.37
12305 - Radiologic Technologist	20.92
12311 - Registered Nurse I	20.98
12312 - Registered Nurse II	25.67
12313 - Registered Nurse II, Specialist	25.67
12314 - Registered Nurse III	31.05
12315 - Registered Nurse III, Anesthetist	31.05
12316 - Registered Nurse IV	37.22
12317 - Scheduler (Drug and Alcohol Testing)	19.54
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.44
13012 - Exhibits Specialist II	21.59
13013 - Exhibits Specialist III	26.42
13041 - Illustrator I	17.44
13042 - Illustrator II	21.59
13043 - Illustrator III	26.42
13047 - Librarian	23.91
13050 - Library Aide/Clerk	12.63
13054 - Library Information Technology Systems Administrator	19.64
13058 - Library Technician	14.40
13061 - Media Specialist I	16.19
13062 - Media Specialist II	18.05
13063 - Media Specialist III	20.13
13071 - Photographer I	13.75
13072 - Photographer II	16.29
13073 - Photographer III	20.16
13074 - Photographer IV	24.59

13075	- Photographer V	29.83
13110	- Video Teleconference Technician	15.59
14000	- Information Technology Occupations	
14041	- Computer Operator I	17.92
14042	- Computer Operator II	18.33
14043	- Computer Operator III	21.46
14044	- Computer Operator IV	23.01
14045	- Computer Operator V	25.46
14071	- Computer Programmer I	22.75
14072	- Computer Programmer II	25.78
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	17.92
14160	- Personal Computer Support Technician	24.04
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	28.83
15020	- Aircrew Training Devices Instructor (Rated)	34.88
15030	- Air Crew Training Devices Instructor (Pilot)	40.05
15050	- Computer Based Training Specialist / Instructor	28.83
15060	- Educational Technologist	26.09
15070	- Flight Instructor (Pilot)	40.05
15080	- Graphic Artist	21.75
15090	- Technical Instructor	17.81
15095	- Technical Instructor/Course Developer	21.79
15110	- Test Proctor	14.37
15120	- Tutor	14.37
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	8.85
16030	- Counter Attendant	8.85
16040	- Dry Cleaner	11.22
16070	- Finisher, Flatwork, Machine	8.85
16090	- Presser, Hand	8.85
16110	- Presser, Machine, Drycleaning	8.85
16130	- Presser, Machine, Shirts	8.85
16160	- Presser, Machine, Wearing Apparel, Laundry	8.85
16190	- Sewing Machine Operator	11.96
16220	- Tailor	12.71
16250	- Washer, Machine	9.61
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	22.95
19040	- Tool And Die Maker	29.95
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	15.06
21030	- Material Coordinator	21.09
21040	- Material Expediter	21.09
21050	- Material Handling Laborer	11.21
21071	- Order Filler	12.00
21080	- Production Line Worker (Food Processing)	15.06
21110	- Shipping Packer	16.54
21130	- Shipping/Receiving Clerk	16.54
21140	- Store Worker I	14.77
21150	- Stock Clerk	18.92
21210	- Tools And Parts Attendant	15.06
21410	- Warehouse Specialist	15.06
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	25.92
23021	- Aircraft Mechanic I	24.68
23022	- Aircraft Mechanic II	25.92
23023	- Aircraft Mechanic III	27.21
23040	- Aircraft Mechanic Helper	18.46
23050	- Aircraft, Painter	22.94
23060	- Aircraft Servicer	20.90
23080	- Aircraft Worker	22.11
23110	- Appliance Mechanic	19.62
23120	- Bicycle Repairer	15.62
23125	- Cable Splicer	24.49
23130	- Carpenter, Maintenance	19.62
23140	- Carpet Layer	18.15
23160	- Electrician, Maintenance	21.21
23181	- Electronics Technician Maintenance I	24.31
23182	- Electronics Technician Maintenance II	25.52
23183	- Electronics Technician Maintenance III	30.71
23260	- Fabric Worker	17.67
23290	- Fire Alarm System Mechanic	19.95
23310	- Fire Extinguisher Repairer	16.71
23311	- Fuel Distribution System Mechanic	21.21
23312	- Fuel Distribution System Operator	17.45
23370	- General Maintenance Worker	18.69

23380	- Ground Support Equipment Mechanic	24.68
23381	- Ground Support Equipment Servicer	20.90
23382	- Ground Support Equipment Worker	22.11
23391	- Gunsmith I	16.71
23392	- Gunsmith II	18.69
23393	- Gunsmith III	20.58
23410	- Heating, Ventilation And Air-Conditioning Mechanic	20.58
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.53
23430	- Heavy Equipment Mechanic	20.67
23440	- Heavy Equipment Operator	20.58
23460	- Instrument Mechanic	21.96
23465	- Laboratory/Shelter Mechanic	19.62
23470	- Laborer	11.21
23510	- Locksmith	20.86
23530	- Machinery Maintenance Mechanic	21.70
23550	- Machinist, Maintenance	20.58
23580	- Maintenance Trades Helper	15.77
23591	- Metrology Technician I	21.96
23592	- Metrology Technician II	23.03
23593	- Metrology Technician III	24.00
23640	- Millwright	20.58
23710	- Office Appliance Repairer	19.00
23760	- Painter, Maintenance	18.96
23790	- Pipefitter, Maintenance	22.34
23810	- Plumber, Maintenance	21.22
23820	- Pneudraulic Systems Mechanic	20.58
23850	- Rigger	20.58
23870	- Scale Mechanic	18.69
23890	- Sheet-Metal Worker, Maintenance	21.95
23910	- Small Engine Mechanic	18.69
23931	- Telecommunications Mechanic I	23.82
23932	- Telecommunications Mechanic II	24.92
23950	- Telephone Lineman	23.77
23960	- Welder, Combination, Maintenance	19.95
23965	- Well Driller	20.58
23970	- Woodcraft Worker	20.58
23980	- Woodworker	16.71
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	10.20
24580	- Child Care Center Clerk	12.75
24610	- Chore Aide	10.01
24620	- Family Readiness And Support Services Coordinator	12.73
24630	- Homemaker	16.25
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	22.93
25040	- Sewage Plant Operator	23.96
25070	- Stationary Engineer	25.22
25190	- Ventilation Equipment Tender	16.68
25210	- Water Treatment Plant Operator	20.86
27000	- Protective Service Occupations	
27004	- Alarm Monitor	16.74
27007	- Baggage Inspector	12.36
27008	- Corrections Officer	15.13
27010	- Court Security Officer	16.04
27030	- Detection Dog Handler	17.18
27040	- Detention Officer	15.13
27070	- Firefighter	17.61
27101	- Guard I	12.36
27102	- Guard II	17.18
27131	- Police Officer I	18.17
27132	- Police Officer II	20.19
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	11.43
28042	- Carnival Equipment Repairer	12.08
28043	- Carnival Equipment Worker	9.29
28210	- Gate Attendant/Gate Tender	14.32
28310	- Lifeguard	10.82
28350	- Park Attendant (Aide)	16.01
28510	- Recreation Aide/Health Facility Attendant	11.69
28515	- Recreation Specialist	19.85
28630	- Sports Official	12.76
28690	- Swimming Pool Operator	15.81
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	18.69
29020	- Hatch Tender	18.69
29030	- Line Handler	18.69
29041	- Stevedore I	16.97
29042	- Stevedore II	19.62

30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	25.90
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.30
30022 - Archeological Technician II	18.10
30023 - Archeological Technician III	22.43
30030 - Cartographic Technician	22.43
30040 - Civil Engineering Technician	19.66
30061 - Drafter/CAD Operator I	16.18
30062 - Drafter/CAD Operator II	18.10
30063 - Drafter/CAD Operator III	20.18
30064 - Drafter/CAD Operator IV	24.83
30081 - Engineering Technician I	16.25
30082 - Engineering Technician II	18.25
30083 - Engineering Technician III	22.54
30084 - Engineering Technician IV	24.66
30085 - Engineering Technician V	33.08
30086 - Engineering Technician VI	40.00
30090 - Environmental Technician	22.43
30210 - Laboratory Technician	20.33
30240 - Mathematical Technician	23.48
30361 - Paralegal/Legal Assistant I	18.18
30362 - Paralegal/Legal Assistant II	23.48
30363 - Paralegal/Legal Assistant III	28.72
30364 - Paralegal/Legal Assistant IV	33.95
30390 - Photo-Optics Technician	23.48
30461 - Technical Writer I	20.98
30462 - Technical Writer II	25.67
30463 - Technical Writer III	31.05
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	23.01
30495 - Unexploded (UXO) Sweep Personnel	23.00
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.18
Surface Programs	
30621 - Weather Observer, Senior (see 2)	22.43
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.85
31030 - Bus Driver	13.88
31043 - Driver Courier	11.90
31260 - Parking and Lot Attendant	9.19
31290 - Shuttle Bus Driver	12.61
31310 - Taxi Driver	9.48
31361 - Truckdriver, Light	12.61
31362 - Truckdriver, Medium	12.87
31363 - Truckdriver, Heavy	18.13
31364 - Truckdriver, Tractor-Trailer	18.13
99000 - Miscellaneous Occupations	
99030 - Cashier	8.25
99050 - Desk Clerk	9.27
99095 - Embalmer	24.91
99251 - Laboratory Animal Caretaker I	8.96
99252 - Laboratory Animal Caretaker II	9.49
99310 - Mortician	24.91
99410 - Pest Controller	18.68
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	15.15
99711 - Recycling Specialist	17.51
99730 - Refuse Collector	12.75
99810 - Sales Clerk	11.90
99820 - School Crossing Guard	10.33
99830 - Survey Party Chief	20.22
99831 - Surveying Aide	12.47
99832 - Surveying Technician	17.11
99840 - Vending Machine Attendant	13.31
99841 - Vending Machine Repairer	15.81
99842 - Vending Machine Repairer Helper	13.31

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.81 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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) 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.