

WAGE DETERMINATIONS
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U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Wage Determination No.: 2005-2123
Revision No.: 14
Date Of Revision: 06/19/2013

Area: Florida Counties of Orange, Osceola, Seminole

OCCUPATION	CODE	TITLE	FOOTNOTE
RATE			

01011	- Accounting Clerk I
12.83	
01012	- Accounting Clerk II
14.39	
01013	- Accounting Clerk III
16.10	
01020	- Administrative Assistant
20.26	
01040	- Court Reporter
19.01	
01051	- Data Entry Operator I
11.67	
01052	- Data Entry Operator II
13.25	
01060	- Dispatcher, Motor Vehicle
17.17	
01070	- Document Preparation Clerk
12.27	
01090	- Duplicating Machine Operator
12.00	
01111	- General Clerk I
11.78	
01112	- General Clerk II
12.86	
01113	- General Clerk III
14.43	
01120	- Housing Referral Assistant
18.23	
01141	- Messenger Courier
11.28	
01191	- Order Clerk I
11.88	
01192	- Order Clerk II
12.96	
01261	- Personnel Assistant (Employment) I
13.74	
01262	- Personnel Assistant (Employment) II
15.77	
01263	- Personnel Assistant (Employment) III
17.14	
01270	- Production Control Clerk
18.85	
01280	- Receptionist
12.05	

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01290 - Rental Clerk
 13.74
 01300 - Scheduler, Maintenance
 14.16
 01311 - Secretary I
 14.16
 01312 - Secretary II
 16.35
 01313 - Secretary III
 18.23
 01320 - Service Order Dispatcher
 14.87
 01410 - Supply Technician
 21.79
 01420 - Survey Worker
 15.33
 01531 - Travel Clerk I
 12.32
 01532 - Travel Clerk II
 12.86
 01533 - Travel Clerk III
 13.44
 01611 - Word Processor I
 14.54
 01612 - Word Processor II
 16.32
 01613 - Word Processor III
 18.25
 05000 - Automotive Service Occupations
 05005 - Automobile Body Repairer, Fiberglass
 19.45
 05010 - Automotive Electrician
 17.28
 05040 - Automotive Glass Installer
 16.36
 05070 - Automotive Worker
 16.36
 05110 - Mobile Equipment Servicer
 13.56
 05130 - Motor Equipment Metal Mechanic
 18.18
 05160 - Motor Equipment Metal Worker
 16.36
 05190 - Motor Vehicle Mechanic
 18.18
 05220 - Motor Vehicle Mechanic Helper
 13.10
 05250 - Motor Vehicle Upholstery Worker
 15.80
 05280 - Motor Vehicle Wrecker
 16.37
 05310 - Painter, Automotive
 17.92
 05340 - Radiator Repair Specialist
 16.36
 05370 - Tire Repairer
 10.83
 05400 - Transmission Repair Specialist
 18.18
 07000 - Food Preparation And Service Occupations
 07010 - Baker
 11.42
 07041 - Cook I
 10.88
 07042 - Cook II
 12.39
 07070 - Dishwasher
 8.71

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07130 - Food Service Worker
 9.24
 07210 - Meat Cutter
 12.62
 07260 - Waiter/Waitress
 9.61
 09000 - Furniture Maintenance And Repair Occupations
 09010 - Electrostatic Spray Painter
 14.18
 09040 - Furniture Handler
 9.40
 09080 - Furniture Refinisher
 14.18
 09090 - Furniture Refinisher Helper
 11.04
 09110 - Furniture Repairer, Minor
 12.53
 09130 - Upholsterer
 14.72
 11000 - General Services And Support Occupations
 11030 - Cleaner, Vehicles
 10.22
 11060 - Elevator Operator
 10.13
 11090 - Gardener
 13.71
 11122 - Housekeeping Aide
 10.49
 11150 - Janitor
 10.71
 11210 - Laborer, Grounds Maintenance
 11.17
 11240 - Maid or Houseman
 9.70
 11260 - Pruner
 9.83
 11270 - Tractor Operator
 12.62
 11330 - Trail Maintenance Worker
 10.53
 11360 - Window Cleaner
 13.14
 12000 - Health Occupations
 12010 - Ambulance Driver
 15.90
 12011 - Breath Alcohol Technician
 16.12
 12012 - Certified Occupational Therapist Assistant
 26.19
 12015 - Certified Physical Therapist Assistant
 25.00
 12020 - Dental Assistant
 16.71
 12025 - Dental Hygienist
 30.66
 12030 - EKG Technician
 20.11
 12035 - Electroneurodiagnostic Technologist
 20.11
 12040 - Emergency Medical Technician
 15.90
 12071 - Licensed Practical Nurse I
 14.95
 12072 - Licensed Practical Nurse II
 16.72
 12073 - Licensed Practical Nurse III
 18.65
 12100 - Medical Assistant

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13.32	
12130	- Medical Laboratory Technician
17.14	
12160	- Medical Record Clerk
14.88	
12190	- Medical Record Technician
14.89	
12195	- Medical Transcriptionist
15.03	
12210	- Nuclear Medicine Technologist
30.76	
12221	- Nursing Assistant I
9.39	
12222	- Nursing Assistant II
10.56	
12223	- Nursing Assistant III
11.12	
12224	- Nursing Assistant IV
12.46	
12235	- Optical Dispenser
19.70	
12236	- Optical Technician
16.81	
12250	- Pharmacy Technician
15.85	
12280	- Phlebotomist
12.46	
12305	- Radiologic Technologist
22.22	
12311	- Registered Nurse I
22.12	
12312	- Registered Nurse II
27.06	
12313	- Registered Nurse II, Specialist
27.06	
12314	- Registered Nurse III
32.74	
12315	- Registered Nurse III, Anesthetist
32.74	
12316	- Registered Nurse IV
39.23	
12317	- Scheduler (Drug and Alcohol Testing)
22.12	
13000	- Information And Arts Occupations
13011	- Exhibits Specialist I
18.37	
13012	- Exhibits Specialist II
22.76	
13013	- Exhibits Specialist III
27.81	
13041	- Illustrator I
21.64	
13042	- Illustrator II
25.12	
13043	- Illustrator III
31.42	
13047	- Librarian
27.87	
13050	- Library Aide/Clerk
12.77	
13054	- Library Information Technology Systems
25.12	
Administrator	
13058	- Library Technician
13.93	
13061	- Media Specialist I
16.23	
13062	- Media Specialist II

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17.11		
13063	- Media Specialist III	
19.07		
13071	- Photographer I	
13.91		
13072	- Photographer II	
15.91		
13073	- Photographer III	
19.29		
13074	- Photographer IV	
23.54		
13075	- Photographer V	
28.55		
13110	- Video Teleconference Technician	
17.85		
14000	- Information Technology Occupations	
14041	- Computer Operator I	
17.38		
14042	- Computer Operator II	
19.58		
14043	- Computer Operator III	
22.42		
14044	- Computer Operator IV	
24.72		
14045	- Computer Operator V	
27.37		
14071	- Computer Programmer I	(see 1)
22.24		
14072	- Computer Programmer II	(see 1)
27.56		
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	
17.38		
14160	- Personal Computer Support Technician	
24.72		
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	
28.67		
15020	- Aircrew Training Devices Instructor (Rated)	
39.50		
15030	- Air Crew Training Devices Instructor (Pilot)	
41.13		
15050	- Computer Based Training Specialist / Instructor	
30.03		
15060	- Educational Technologist	
28.24		
15070	- Flight Instructor (Pilot)	
41.13		
15080	- Graphic Artist	
22.58		
15090	- Technical Instructor	
20.56		
15095	- Technical Instructor/Course Developer	
25.15		
15110	- Test Proctor	
16.59		
15120	- Tutor	
16.59		
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	
9.54		
16030	- Counter Attendant	
9.54		
16040	- Dry Cleaner	

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11.46
16070 - Finisher, Flatwork, Machine
9.54
16090 - Presser, Hand
9.54
16110 - Presser, Machine, Drycleaning
9.54
16130 - Presser, Machine, Shirts
9.54
16160 - Presser, Machine, Wearing Apparel, Laundry
9.54
16190 - Sewing Machine Operator
12.20
16220 - Tailor
12.84
16250 - Washer, Machine
10.13
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room)
15.60
19040 - Tool And Die Maker
19.67
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator
13.44
21030 - Material Coordinator
18.74
21040 - Material Expediter
18.74
21050 - Material Handling Laborer
10.95
21071 - Order Filler
11.41
21080 - Production Line Worker (Food Processing)
13.44
21110 - Shipping Packer
12.46
21130 - Shipping/Receiving Clerk
12.46
21140 - Store Worker I
9.67
21150 - Stock Clerk
13.77
21210 - Tools And Parts Attendant
13.48
21410 - Warehouse Specialist
13.75
23000 - Mechanics And Maintenance And Repair Occupations
23010 - Aerospace Structural Welder
25.23
23021 - Aircraft Mechanic I
23.79
23022 - Aircraft Mechanic II
25.23
23023 - Aircraft Mechanic III
32.17
23040 - Aircraft Mechanic Helper
17.62
23050 - Aircraft, Painter
22.20
23060 - Aircraft Servicer
19.97
23080 - Aircraft Worker
21.39
23110 - Appliance Mechanic
18.09
23120 - Bicycle Repairer
12.47

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23125	- Cable Splicer
24.89	
23130	- Carpenter, Maintenance
17.26	
23140	- Carpet Layer
17.76	
23160	- Electrician, Maintenance
18.03	
23181	- Electronics Technician Maintenance I
18.27	
23182	- Electronics Technician Maintenance II
19.57	
23183	- Electronics Technician Maintenance III
20.85	
23260	- Fabric Worker
15.74	
23290	- Fire Alarm System Mechanic
18.68	
23310	- Fire Extinguisher Repairer
14.55	
23311	- Fuel Distribution System Mechanic
19.15	
23312	- Fuel Distribution System Operator
16.65	
23370	- General Maintenance Worker
15.66	
23380	- Ground Support Equipment Mechanic
23.76	
23381	- Ground Support Equipment Servicer
19.95	
23382	- Ground Support Equipment Worker
21.37	
23391	- Gunsmith I
14.55	
23392	- Gunsmith II
16.89	
23393	- Gunsmith III
19.27	
23410	- Heating, Ventilation And Air-Conditioning
16.94	
	Mechanic
23411	- Heating, Ventilation And Air Contditioning
18.33	
	Mechanic (Research Facility)
23430	- Heavy Equipment Mechanic
18.96	
23440	- Heavy Equipment Operator
16.93	
23460	- Instrument Mechanic
18.69	
23465	- Laboratory/Shelter Mechanic
18.09	
23470	- Laborer
12.73	
23510	- Locksmith
17.34	
23530	- Machinery Maintenance Mechanic
19.66	
23550	- Machinist, Maintenance
17.28	
23580	- Maintenance Trades Helper
12.84	
23591	- Metrology Technician I
18.69	
23592	- Metrology Technician II
19.82	
23593	- Metrology Technician III
20.97	

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23640	- Millwright	20.77
23710	- Office Appliance Repairer	18.26
23760	- Painter, Maintenance	14.70
23790	- Pipefitter, Maintenance	16.69
23810	- Plumber, Maintenance	15.86
23820	- Pneudraulic Systems Mechanic	19.27
23850	- Rigger	20.99
23870	- Scale Mechanic	16.89
23890	- Sheet-Metal worker, Maintenance	17.37
23910	- Small Engine Mechanic	15.35
23931	- Telecommunications Mechanic I	20.77
23932	- Telecommunications Mechanic II	22.02
23950	- Telephone Lineman	20.19
23960	- welder, Combination, Maintenance	17.45
23965	- well Driller	19.27
23970	- woodcraft worker	19.27
23980	- Woodworker	13.94
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	11.67
24580	- Child Care Center Clerk	14.56
24610	- Chore Aide	9.22
24620	- Family Readiness And Support Services	14.56
	Coordinator	
24630	- Homemaker	17.53
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	23.83
25040	- Sewage Plant Operator	19.63
25070	- Stationary Engineer	23.83
25190	- Ventilation Equipment Tender	13.45
25210	- Water Treatment Plant Operator	19.63
27000	- Protective Service Occupations	
27004	- Alarm Monitor	16.54
27007	- Baggage Inspector	11.12
27008	- Corrections Officer	20.09
27010	- Court Security Officer	20.47
27030	- Detection Dog Handler	16.11

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27040	- Detention Officer	
20.09		
27070	- Firefighter	
17.72		
27101	- Guard I	
11.12		
27102	- Guard II	
16.05		
27131	- Police Officer I	
23.56		
27132	- Police Officer II	
26.18		
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	
12.86		
28042	- Carnival Equipment Repairer	
13.66		
28043	- Carnival Equipment Worker	
10.52		
28210	- Gate Attendant/Gate Tender	
12.08		
28310	- Lifeguard	
11.34		
28350	- Park Attendant (Aide)	
14.24		
28510	- Recreation Aide/Health Facility Attendant	
9.56		
28515	- Recreation Specialist	
13.01		
28630	- Sports Official	
11.34		
28690	- Swimming Pool Operator	
17.85		
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	
20.61		
29020	- Hatch Tender	
20.61		
29030	- Line Handler	
20.61		
29041	- Stevedore I	
18.19		
29042	- Stevedore II	
22.07		
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	
17.87		
30022	- Archeological Technician II	
19.99		
30023	- Archeological Technician III	
25.89		
30030	- Cartographic Technician	
25.56		
30040	- Civil Engineering Technician	
21.23		
30061	- Drafter/CAD Operator I	
17.87		
30062	- Drafter/CAD Operator II	
19.99		
30063	- Drafter/CAD Operator III	
22.30		
30064	- Drafter/CAD Operator IV	

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27.43		
30081	- Engineering Technician I	
15.95		
30082	- Engineering Technician II	
17.87		
30083	- Engineering Technician III	
20.85		
30084	- Engineering Technician IV	
24.77		
30085	- Engineering Technician V	
30.30		
30086	- Engineering Technician VI	
36.66		
30090	- Environmental Technician	
17.42		
30210	- Laboratory Technician	
18.95		
30240	- Mathematical Technician	
24.18		
30361	- Paralegal/Legal Assistant I	
19.15		
30362	- Paralegal/Legal Assistant II	
22.65		
30363	- Paralegal/Legal Assistant III	
27.70		
30364	- Paralegal/Legal Assistant IV	
33.61		
30390	- Photo-Optics Technician	
24.77		
30461	- Technical Writer I	
19.45		
30462	- Technical Writer II	
23.79		
30463	- Technical writer III	
27.41		
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)
22.30		
	Surface Programs	
30621	- weather Observer, Senior	(see 2)
24.77		
31000	- Transportation/Mobile Equipment Operation Occupations	
	31020 - Bus Aide	
9.19		
31030	- Bus Driver	
15.24		
31043	- Driver Courier	
13.30		
31260	- Parking and Lot Attendant	
9.04		
31290	- Shuttle Bus Driver	
15.10		
31310	- Taxi Driver	
10.99		
31361	- Truckdriver, Light	
15.10		
31362	- Truckdriver, Medium	
16.10		
31363	- Truckdriver, Heavy	

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18.56
31364 - Truckdriver, Tractor-Trailer
18.56
99000 - Miscellaneous Occupations
99030 - Cashier
9.94
99050 - Desk Clerk
12.38
99095 - Embalmer
22.06
99251 - Laboratory Animal Caretaker I
9.98
99252 - Laboratory Animal Caretaker II
10.48
99310 - Mortician
24.41
99410 - Pest Controller
15.51
99510 - Photofinishing Worker
12.51
99710 - Recycling Laborer
16.26
99711 - Recycling Specialist
19.07
99730 - Refuse Collector
14.43
99810 - Sales Clerk
13.66
99820 - School Crossing Guard
9.24
99830 - Survey Party Chief
18.23
99831 - Surveying Aide
12.51
99832 - Surveying Technician
17.15
99840 - Vending Machine Attendant
12.90
99841 - Vending Machine Repairer
16.51
99842 - Vending Machine Repairer Helper
13.05

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 5 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)

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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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive

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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)}

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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.