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REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
Daniel W. Simms Division of Director Wage Determinations	Wage Determination No.: 2005-2425 Revision No.: 17 Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of $10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the 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 $10.15 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 2016. 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: Ohio

Area: Ohio Counties of Fulton, Henry, Lucas, Ottawa, Sandusky, Seneca, Wood

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.61
01012 - Accounting Clerk II		14.73
01013 - Accounting Clerk III		16.35
01020 - Administrative Assistant		20.15
01040 - Court Reporter		22.78
01051 - Data Entry Operator I		11.95
01052 - Data Entry Operator II		13.04
01060 - Dispatcher, Motor Vehicle		17.55
01070 - Document Preparation Clerk		14.34
01090 - Duplicating Machine Operator		14.34
01111 - General Clerk I		11.70
01112 - General Clerk II		12.77
01113 - General Clerk III		14.33
01120 - Housing Referral Assistant		19.41
01141 - Messenger Courier		12.61
01191 - Order Clerk I		12.53
01192 - Order Clerk II		13.67
01261 - Personnel Assistant (Employment) I		15.16
01262 - Personnel Assistant (Employment) II		16.96
01263 - Personnel Assistant (Employment) III		18.92
01270 - Production Control Clerk		19.72
01280 - Receptionist		12.17
01290 - Rental Clerk		10.82
01300 - Scheduler, Maintenance		14.56
01311 - Secretary I		14.56
01312 - Secretary II		16.28
01313 - Secretary III		19.41
01320 - Service Order Dispatcher		15.68
01410 - Supply Technician		20.15
01420 - Survey Worker		14.69

01531 - Travel Clerk I	13.02
01532 - Travel Clerk II	14.14
01533 - Travel Clerk III	15.31
01611 - Word Processor I	13.17
01612 - Word Processor II	14.79
01613 - Word Processor III	16.54
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.15
05010 - Automotive Electrician	18.56
05040 - Automotive Glass Installer	17.96
05070 - Automotive Worker	17.96
05110 - Mobile Equipment Servicer	16.78
05130 - Motor Equipment Metal Mechanic	21.00
05160 - Motor Equipment Metal Worker	19.75
05190 - Motor Vehicle Mechanic	18.61
05220 - Motor Vehicle Mechanic Helper	16.19
05250 - Motor Vehicle Upholstery Worker	19.09
05280 - Motor Vehicle Wrecker	20.36
05310 - Painter, Automotive	18.56
05340 - Radiator Repair Specialist	19.75
05370 - Tire Repairer	15.44
05400 - Transmission Repair Specialist	19.15
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.70
07041 - Cook I	10.66
07042 - Cook II	12.17
07070 - Dishwasher	8.45
07130 - Food Service Worker	9.32
07210 - Meat Cutter	15.70
07260 - Waiter/Waitress	8.95
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.45
09040 - Furniture Handler	15.55
09080 - Furniture Refinisher	19.45
09090 - Furniture Refinisher Helper	16.96
09110 - Furniture Repairer, Minor	18.18
09130 - Upholsterer	19.45
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.14
11060 - Elevator Operator	11.21
11090 - Gardener	13.69
11122 - Housekeeping Aide	11.21
11150 - Janitor	11.21
11210 - Laborer, Grounds Maintenance	11.05
11240 - Maid or Houseman	9.20
11260 - Pruner	12.00
11270 - Tractor Operator	12.96
11330 - Trail Maintenance Worker	11.05
11360 - Window Cleaner	12.34
12000 - Health Occupations	
12010 - Ambulance Driver	12.35
12011 - Breath Alcohol Technician	17.01
12012 - Certified Occupational Therapist Assistant	24.70
12015 - Certified Physical Therapist Assistant	24.86
12020 - Dental Assistant	15.26
12025 - Dental Hygienist	27.11
12030 - EKG Technician	24.04
12035 - Electroneurodiagnostic Technologist	24.04
12040 - Emergency Medical Technician	12.35
12071 - Licensed Practical Nurse I	15.20
12072 - Licensed Practical Nurse II	17.01
12073 - Licensed Practical Nurse III	18.97

12100 - Medical Assistant		13.67
12130 - Medical Laboratory Technician		18.21
12160 - Medical Record Clerk		14.36
12190 - Medical Record Technician		16.06
12195 - Medical Transcriptionist		15.46
12210 - Nuclear Medicine Technologist		30.07
12221 - Nursing Assistant I		10.49
12222 - Nursing Assistant II		11.80
12223 - Nursing Assistant III		12.88
12224 - Nursing Assistant IV		14.45
12235 - Optical Dispenser		16.98
12236 - Optical Technician		15.44
12250 - Pharmacy Technician		13.32
12280 - Phlebotomist		14.45
12305 - Radiologic Technologist		23.83
12311 - Registered Nurse I		21.83
12312 - Registered Nurse II		26.70
12313 - Registered Nurse II, Specialist		26.70
12314 - Registered Nurse III		32.30
12315 - Registered Nurse III, Anesthetist		32.30
12316 - Registered Nurse IV		38.71
12317 - Scheduler (Drug and Alcohol Testing)		21.08
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		19.52
13012 - Exhibits Specialist II		24.20
13013 - Exhibits Specialist III		29.60
13041 - Illustrator I		19.52
13042 - Illustrator II		24.20
13043 - Illustrator III		29.60
13047 - Librarian		26.79
13050 - Library Aide/Clerk		10.69
13054 - Library Information Technology Systems Administrator		24.20
13058 - Library Technician		16.32
13061 - Media Specialist I		17.46
13062 - Media Specialist II		19.52
13063 - Media Specialist III		21.78
13071 - Photographer I		13.95
13072 - Photographer II		17.39
13073 - Photographer III		22.08
13074 - Photographer IV		23.71
13075 - Photographer V		28.67
13110 - Video Teleconference Technician		19.85
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.66
14042 - Computer Operator II		17.52
14043 - Computer Operator III		19.70
14044 - Computer Operator IV		21.88
14045 - Computer Operator V		24.21
14071 - Computer Programmer I		19.94
14072 - Computer Programmer II		26.06
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		15.66
14160 - Personal Computer Support Technician		27.66
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		25.97
15020 - Aircrew Training Devices Instructor (Rated)		32.04
15030 - Air Crew Training Devices Instructor (Pilot)		38.40

15050 - Computer Based Training Specialist / Instructor	26.57
15060 - Educational Technologist	26.78
15070 - Flight Instructor (Pilot)	38.40
15080 - Graphic Artist	21.19
15090 - Technical Instructor	19.04
15095 - Technical Instructor/Course Developer	25.62
15110 - Test Proctor	16.91
15120 - Tutor	16.91
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.07
16030 - Counter Attendant	10.07
16040 - Dry Cleaner	13.60
16070 - Finisher, Flatwork, Machine	10.07
16090 - Presser, Hand	10.07
16110 - Presser, Machine, Drycleaning	10.07
16130 - Presser, Machine, Shirts	10.07
16160 - Presser, Machine, Wearing Apparel, Laundry	10.07
16190 - Sewing Machine Operator	14.81
16220 - Tailor	15.96
16250 - Washer, Machine	11.23
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.85
19040 - Tool And Die Maker	25.12
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.45
21030 - Material Coordinator	19.72
21040 - Material Expediter	19.72
21050 - Material Handling Laborer	17.63
21071 - Order Filler	12.60
21080 - Production Line Worker (Food Processing)	17.45
21110 - Shipping Packer	15.18
21130 - Shipping/Receiving Clerk	15.18
21140 - Store Worker I	13.62
21150 - Stock Clerk	17.86
21210 - Tools And Parts Attendant	17.45
21410 - Warehouse Specialist	17.45
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.33
23021 - Aircraft Mechanic I	25.28
23022 - Aircraft Mechanic II	26.33
23023 - Aircraft Mechanic III	27.42
23040 - Aircraft Mechanic Helper	20.78
23050 - Aircraft, Painter	23.74
23060 - Aircraft Servicer	22.24
23080 - Aircraft Worker	23.02
23110 - Appliance Mechanic	18.68
23120 - Bicycle Repairer	15.44
23125 - Cable Splicer	24.57
23130 - Carpenter, Maintenance	21.82
23140 - Carpet Layer	22.14
23160 - Electrician, Maintenance	26.11
23181 - Electronics Technician Maintenance I	24.27
23182 - Electronics Technician Maintenance II	25.83
23183 - Electronics Technician Maintenance III	27.04
23260 - Fabric Worker	20.63
23290 - Fire Alarm System Mechanic	23.61
23310 - Fire Extinguisher Repairer	19.38
23311 - Fuel Distribution System Mechanic	24.57
23312 - Fuel Distribution System Operator	21.38
23370 - General Maintenance Worker	18.11
23380 - Ground Support Equipment Mechanic	25.28
23381 - Ground Support Equipment Servicer	22.24

23382 - Ground Support Equipment Worker	23.02
23391 - Gunsmith I	19.90
23392 - Gunsmith II	22.42
23393 - Gunsmith III	24.23
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.67
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.61
23430 - Heavy Equipment Mechanic	25.65
23440 - Heavy Equipment Operator	25.96
23460 - Instrument Mechanic	23.61
23465 - Laboratory/Shelter Mechanic	23.43
23470 - Laborer	18.30
23510 - Locksmith	22.83
23530 - Machinery Maintenance Mechanic	24.12
23550 - Machinist, Maintenance	20.55
23580 - Maintenance Trades Helper	16.96
23591 - Metrology Technician I	23.61
23592 - Metrology Technician II	24.47
23593 - Metrology Technician III	25.28
23640 - Millwright	30.10
23710 - Office Appliance Repairer	21.65
23760 - Painter, Maintenance	22.17
23790 - Pipefitter, Maintenance	28.90
23810 - Plumber, Maintenance	23.62
23820 - Pneudraulic Systems Mechanic	23.61
23850 - Rigger	23.61
23870 - Scale Mechanic	21.85
23890 - Sheet-Metal Worker, Maintenance	26.68
23910 - Small Engine Mechanic	18.81
23931 - Telecommunications Mechanic I	23.78
23932 - Telecommunications Mechanic II	24.65
23950 - Telephone Lineman	24.18
23960 - Welder, Combination, Maintenance	18.49
23965 - Well Driller	23.11
23970 - Woodcraft Worker	23.61
23980 - Woodworker	18.42
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.16
24580 - Child Care Center Clerk	12.68
24610 - Chore Aide	10.22
24620 - Family Readiness And Support Services Coordinator	14.64
24630 - Homemaker	15.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.11
25040 - Sewage Plant Operator	22.16
25070 - Stationary Engineer	24.11
25190 - Ventilation Equipment Tender	18.08
25210 - Water Treatment Plant Operator	22.16
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.97
27007 - Baggage Inspector	11.26
27008 - Corrections Officer	17.58
27010 - Court Security Officer	18.66
27030 - Detection Dog Handler	16.09
27040 - Detention Officer	17.58
27070 - Firefighter	17.89
27101 - Guard I	11.26
27102 - Guard II	15.52
27131 - Police Officer I	21.66
27132 - Police Officer II	23.93

28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		10.59
28042 - Carnival Equipment Repairer		10.98
28043 - Carnival Equpment Worker		10.08
28210 - Gate Attendant/Gate Tender		13.49
28310 - Lifeguard		11.90
28350 - Park Attendant (Aide)		15.15
28510 - Recreation Aide/Health Facility Attendant		11.06
28515 - Recreation Specialist		18.21
28630 - Sports Official		12.07
28690 - Swimming Pool Operator		16.62
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		22.10
29020 - Hatch Tender		22.10
29030 - Line Handler		22.10
29041 - Stevedore I		19.73
29042 - Stevedore II		23.33
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		16.84
30022 - Archeological Technician II		18.93
30023 - Archeological Technician III		23.77
30030 - Cartographic Technician		23.77
30040 - Civil Engineering Technician		21.97
30061 - Drafter/CAD Operator I		15.91
30062 - Drafter/CAD Operator II		17.88
30063 - Drafter/CAD Operator III		21.40
30064 - Drafter/CAD Operator IV		26.33
30081 - Engineering Technician I		16.55
30082 - Engineering Technician II		18.58
30083 - Engineering Technician III		20.79
30084 - Engineering Technician IV		25.75
30085 - Engineering Technician V		31.50
30086 - Engineering Technician VI		38.12
30090 - Environmental Technician		16.39
30210 - Laboratory Technician		20.58
30240 - Mathematical Technician		23.77
30361 - Paralegal/Legal Assistant I		16.25
30362 - Paralegal/Legal Assistant II		20.14
30363 - Paralegal/Legal Assistant III		24.64
30364 - Paralegal/Legal Assistant IV		29.75
30390 - Photo-Optics Technician		23.77
30461 - Technical Writer I		22.52
30462 - Technical Writer II		27.53
30463 - Technical Writer III		33.32
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 Surface Programs	(see 2)	21.40
30621 - Weather Observer, Senior	(see 2)	23.77
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		12.26
31030 - Bus Driver		17.49
31043 - Driver Courier		13.63
31260 - Parking and Lot Attendant		8.80
31290 - Shuttle Bus Driver		14.73
31310 - Taxi Driver		9.56

31361 - Truckdriver, Light	14.73
31362 - Truckdriver, Medium	18.98
31363 - Truckdriver, Heavy	19.35
31364 - Truckdriver, Tractor-Trailer	19.35
99000 - Miscellaneous Occupations	
99030 - Cashier	8.43
99050 - Desk Clerk	9.87
99095 - Embalmer	28.49
99251 - Laboratory Animal Caretaker I	9.41
99252 - Laboratory Animal Caretaker II	10.17
99310 - Mortician	28.49
99410 - Pest Controller	16.02
99510 - Photofinishing Worker	13.77
99710 - Recycling Laborer	16.06
99711 - Recycling Specialist	19.10
99730 - Refuse Collector	14.40
99810 - Sales Clerk	12.75
99820 - School Crossing Guard	10.21
99830 - Survey Party Chief	20.06
99831 - Surveying Aide	13.62
99832 - Surveying Technician	19.59
99840 - Vending Machine Attendant	14.99
99841 - Vending Machine Repairer	16.62
99842 - Vending Machine Repairer Helper	14.99

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $4.27 per hour or $170.80 per week or $740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, 4 weeks after 15 years, and 5 weeks after 25 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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, 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 ordance, (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 ordance, 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 ordance, 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.