

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE
CONTRACT ACT

By direction of the Secretary of Labor

Diane C. Koplewski Director Division of Wage
DeterminationsU.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Wage Determination No.: 2005-2421

Revision No.: 13

Date of Last Revision: 06/19/2013

State: Ohio

Area: Ohio Counties of Allen, Auglaize, Hancock, Hardin, Mercer, Putnam, Van Wert, Wyandot

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12 .18
01012 - Accounting Clerk II		13 .68
01013 - Accounting Clerk III		15 .30
01020 - Administrative Assistant		17 .12
01040 - Court Reporter		15 .24
01051 - Data Entry Operator I		11 .09
01052 - Data Entry Operator II		12 .11
01060 - Dispatcher, Motor Vehicle		16 .86
01070 - Document Preparation Clerk		12 .14
01090 - Duplicating Machine Operator		12 .15
01111 - General Clerk I		11 .30
01112 - General Clerk II		12 .34
01113 - General Clerk III		13 .85
01120 - Housing Referral Assistant		18 .35
01141 - Messenger Courier		10 .78
01191 - Order Clerk I		11 .00
01192 - Order Clerk II		12 .22
01261 - Personnel Assistant (Employment) I		13 .10
01262 - Personnel Assistant (Employment) II		14 .65
01263 - Personnel Assistant (Employment) III		16 .89
01270 - Production Control Clerk		21 .22
01280 - Receptionist		11 .32
01290 - Rental Clerk		12 .58
01300 - Scheduler, Maintenance		13 .63
01311 - Secretary I		13 .63

01312 - Secretary II	15 .24
01313 - Secretary III	18 .35
01320 - Service Order Dispatcher	15 .15
01410 - Supply Technician	17 .12
01420 - Survey Worker	15 .24
01531 - Travel Clerk I	12 .60
01532 - Travel Clerk II	13 .44
01533 - Travel Clerk III	14 .25
01611 - Word Processor I	12 .57
01612 - Word Processor II	13 .95
01613 - Word Processor III	15 .52

05000 - Automotive Service Occupations

05005 - Automobile Body Repairer, Fiberglass	21 .85
05010 - Automotive Electrician	20 .78
05040 - Automotive Glass Installer	20 .09
05070 - Automotive Worker	20 .09
05110 - Mobile Equipment Servicer	18 .71
05130 - Motor Equipment Metal Mechanic	21 .44
05160 - Motor Equipment Metal Worker	19 .99
05190 - Motor Vehicle Mechanic	21 .85
05220 - Motor Vehicle Mechanic Helper	17 .98
05250 - Motor Vehicle Upholstery Worker	19 .36
05280 - Motor Vehicle Wrecker	20 .09
05310 - Painter, Automotive	20 .78
05340 - Radiator Repair Specialist	20 .09
05370 - Tire Repairer	16 .74
05400 - Transmission Repair Specialist	21 .44

07000 - Food Preparation And Service Occupations

07010 - Baker	13 .21
07041 - Cook I	11 .69
07042 - Cook II	13 .21
07070 - Dishwasher	9 .16
07130 - Food Service Worker	9 .16
07210 - Meat Cutter	14 .42
07260 - Waiter/Waitress	9 .85

09000 - Furniture Maintenance And Repair Occupations

09010 - Electrostatic Spray Painter	21 .18
09040 - Furniture Handler	14 .71
09080 - Furniture Refinisher	21 .18
09090 - Furniture Refinisher Helper	16 .66
09110 - Furniture Repairer, Minor	19 .20
09130 - Upholsterer	21 .18

11000 - General Services And Support Occupations

11030 - Cleaner, Vehicles	12 .18
11060 - Elevator Operator	11 .58
11090 - Gardener	13 .72
11122 - Housekeeping Aide	11 .53
11150 - Janitor	12 .07
11210 - Laborer, Grounds Maintenance	11 .25
11240 - Maid or Houseman	9 .26
11260 - Pruner	9 .68
11270 - Tractor Operator	13 .72
11330 - Trail Maintenance Worker	11 .25
11360 - Window Cleaner	12 .98

12000 - Health Occupations

12010 - Ambulance Driver	16 .45
12011 - Breath Alcohol Technician	16 .80
12012 - Certified Occupational Therapist Assistant	22 .56
12015 - Certified Physical Therapist Assistant	21 .35
12020 - Dental Assistant	13 .35
12025 - Dental Hygienist	26 .03
12030 - EKG Technician	24 .26
12035 - Electroneurodiagnostic Technologist	24 .26
12040 - Emergency Medical Technician	16 .80
12071 - Licensed Practical Nurse I	15 .05
12072 - Licensed Practical Nurse II	16 .80
12073 - Licensed Practical Nurse III	18 .77
12100 - Medical Assistant	13 .75
12130 - Medical Laboratory Technician	16 .45
12160 - Medical Record Clerk	12 .76
12190 - Medical Record Technician	14 .33
12195 - Medical Transcriptionist	13 .79
12210 - Nuclear Medicine Technologist	34 .34
12221 - Nursing Assistant I	9 .31
12222 - Nursing Assistant II	10 .47
12223 - Nursing Assistant III	11 .42
12224 - Nursing Assistant IV	12 .82
12235 - Optical Dispenser	15 .22
12236 - Optical Technician	15 .05
12250 - Pharmacy Technician	14 .19
12280 - Phlebotomist	13 .71
12305 - Radiologic Technologist	24 .54
12311 - Registered Nurse I	21 .78
12312 - Registered Nurse II	26 .65

12313 - Registered Nurse II, Specialist	26 .65
12314 - Registered Nurse III	32 .24
12315 - Registered Nurse III, Anesthetist	32 .24
12316 - Registered Nurse IV	38 .63
12317 - Scheduler (Drug and Alcohol Testing)	19 .36

13000 - Information And Arts Occupations

13011 - Exhibits Specialist I	18 .23
13012 - Exhibits Specialist II	22 .58
13013 - Exhibits Specialist III	27 .62
13041 - Illustrator I	18 .23
13042 - Illustrator II	22 .58
13043 - Illustrator III	27 .62
13047 - Librarian	25 .01
13050 - Library Aide/Clerk	13 .86
13054 - Library Information Technology Systems Administrator	22 .58
13058 - Library Technician	16 .63
13061 - Media Specialist I	15 .82
13062 - Media Specialist II	16 .63
13063 - Media Specialist III	18 .55
13071 - Photographer I	13 .24
13072 - Photographer II	16 .58
13073 - Photographer III	20 .55
13074 - Photographer IV	22 .54
13075 - Photographer V	27 .36
13110 - Video Teleconference Technician	16 .29

14000 - Information Technology Occupations

14041 - Computer Operator I	14 .70
14042 - Computer Operator II	16 .45
14043 - Computer Operator III	18 .32
14044 - Computer Operator IV	21 .57
14045 - Computer Operator V	23 .87
14071 - Computer Programmer I	22 .07
14072 - Computer Programmer II	27 .39
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	14 .70
14160 - Personal Computer Support Technician	24 .13

15000 - Instructional Occupations

15010 - Aircrew Training Devices Instructor (Non-Rated)	26 .04
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15020 - Aircrew Training Devices Instructor (Rated)	33 .34
15030 - Air Crew Training Devices Instructor (Pilot)	37 .76
15050 - Computer Based Training Specialist / Instructor	27 .62
15060 - Educational Technologist	30 .44
15070 - Flight Instructor (Pilot)	37 .76
15080 - Graphic Artist	25 .74
15090 - Technical Instructor	21 .55
15095 - Technical Instructor/Course Developer	26 .36
15110 - Test Proctor	17 .39
15120 - Tutor	17 .39
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8 .87
16030 - Counter Attendant	8 .87
16040 - Dry Cleaner	11 .25
16070 - Finisher, Flatwork, Machine	8 .87
16090 - Presser, Hand	8 .87
16110 - Presser, Machine, Drycleaning	8 .87
16130 - Presser, Machine, Shirts	8 .87
16160 - Presser, Machine, Wearing Apparel, Laundry	8 .87
16190 - Sewing Machine Operator	12 .05
16220 - Tailor	12 .83
16250 - Washer, Machine	9 .67
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21 .57
19040 - Tool And Die Maker	24 .42
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16 .96
21030 - Material Coordinator	21 .22
21040 - Material Expediter	21 .22
21050 - Material Handling Laborer	12 .20
21071 - Order Filler	11 .49
21080 - Production Line Worker (Food Processing)	16 .96
21110 - Shipping Packer	13 .88
21130 - Shipping/Receiving Clerk	13 .88
21140 - Store Worker I	13 .07
21150 - Stock Clerk	17 .42
21210 - Tools And Parts Attendant	16 .96
21410 - Warehouse Specialist	16 .96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22 .76
23021 - Aircraft Mechanic I	22 .00

23022 - Aircraft Mechanic II	22 .76
23023 - Aircraft Mechanic III	23 .60
23040 - Aircraft Mechanic Helper	17 .89
23050 - Aircraft, Painter	21 .32
23060 - Aircraft Servicer	19 .26
23080 - Aircraft Worker	20 .25
23110 - Appliance Mechanic	21 .18
23120 - Bicycle Repairer	16 .74
23125 - Cable Splicer	22 .00
23130 - Carpenter, Maintenance	19 .25
23140 - Carpet Layer	20 .25
23160 - Electrician, Maintenance	23 .93
23181 - Electronics Technician Maintenance I	20 .25
23182 - Electronics Technician Maintenance II	21 .32
23183 - Electronics Technician Maintenance III	22 .00
23260 - Fabric Worker	19 .20
23290 - Fire Alarm System Mechanic	22 .00
23310 - Fire Extinguisher Repairer	17 .92
23311 - Fuel Distribution System Mechanic	22 .09
23312 - Fuel Distribution System Operator	17 .99
23370 - General Maintenance Worker	18 .53
23380 - Ground Support Equipment Mechanic	22 .00
23381 - Ground Support Equipment Servicer	19 .26
23382 - Ground Support Equipment Worker	20 .25
23391 - Gunsmith I	17 .92
23392 - Gunsmith II	20 .25
23393 - Gunsmith III	22 .00
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21 .22
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21 .95
23430 - Heavy Equipment Mechanic	22 .00
23440 - Heavy Equipment Operator	25 .19
23460 - Instrument Mechanic	22 .00
23465 - Laboratory/Shelter Mechanic	21 .32
23470 - Laborer	13 .59
23510 - Locksmith	20 .67
23530 - Machinery Maintenance Mechanic	28 .00
23550 - Machinist, Maintenance	20 .44
23580 - Maintenance Trades Helper	16 .94
23591 - Metrology Technician I	22 .00
23592 - Metrology Technician II	22 .76
23593 - Metrology Technician III	23 .60
23640 - Millwright	22 .54
23710 - Office Appliance Repairer	21 .18
23760 - Painter, Maintenance	21 .18

23790 - Pipefitter, Maintenance	23 .91
23810 - Plumber, Maintenance	23 .17
23820 - Pneudraulic Systems Mechanic	22 .00
23850 - Rigger	22 .00
23870 - Scale Mechanic	18 .61
23890 - Sheet-Metal Worker, Maintenance	24 .04
23910 - Small Engine Mechanic	18 .61
23931 - Telecommunications Mechanic I	22 .00
23932 - Telecommunications Mechanic II	22 .76
23950 - Telephone Lineman	20 .14
23960 - Welder, Combination, Maintenance	19 .86
23965 - Well Driller	22 .00
23970 - Woodcraft Worker	22 .00
23980 - Woodworker	17 .92
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10 .51
24580 - Child Care Center Clerk	13 .12
24610 - Chore Aide	9 .23
24620 - Family Readiness And Support Services Coordinator	15 .08
24630 - Homemaker	14 .58
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22 .00
25040 - Sewage Plant Operator	20 .53
25070 - Stationary Engineer	22 .00
25190 - Ventilation Equipment Tender	17 .16
25210 - Water Treatment Plant Operator	20 .53
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15 .58
27007 - Baggage Inspector	12 .56
27008 - Corrections Officer	20 .62
27010 - Court Security Officer	19 .10
27030 - Detection Dog Handler	15 .58
27040 - Detention Officer	20 .62
27070 - Firefighter	18 .69
27101 - Guard I	12 .56
27102 - Guard II	15 .58
27131 - Police Officer I	19 .71
27132 - Police Officer II	21 .89
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11 .44
28042 - Carnival Equipment Repairer	12 .01

28043 - Carnival Equipment Worker		9 .16
28210 - Gate Attendant/Gate Tender		13 .51
28310 - Lifeguard		12 .03
28350 - Park Attendant (Aide)		15 .11
28510 - Recreation Aide/Health Facility Attendant		11 .03
28515 - Recreation Specialist		16 .01
28630 - Sports Official		12 .03
28690 - Swimming Pool Operator		15 .75
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		20 .25
29020 - Hatch Tender		20 .25
29030 - Line Handler		20 .25
29041 - Stevedore I		19 .20
29042 - Stevedore II		22 .00
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		15 .16
30022 - Archeological Technician II		18 .20
30023 - Archeological Technician III		22 .48
30030 - Cartographic Technician		21 .39
30040 - Civil Engineering Technician		22 .33
30061 - Drafter/CAD Operator I		15 .16
30062 - Drafter/CAD Operator II		17 .80
30063 - Drafter/CAD Operator III		19 .84
30064 - Drafter/CAD Operator IV		22 .48
30081 - Engineering Technician I		13 .81
30082 - Engineering Technician II		15 .50
30083 - Engineering Technician III		18 .47
30084 - Engineering Technician IV		23 .08
30085 - Engineering Technician V		26 .28
30086 - Engineering Technician VI		31 .80
30090 - Environmental Technician		21 .98
30210 - Laboratory Technician		22 .89
30240 - Mathematical Technician		22 .61
30361 - Paralegal/Legal Assistant I		16 .14
30362 - Paralegal/Legal Assistant II		19 .99
30363 - Paralegal/Legal Assistant III		24 .46
30364 - Paralegal/Legal Assistant IV		29 .59
30390 - Photo-Optics Technician		21 .39
30461 - Technical Writer I		21 .01
30462 - Technical Writer II		25 .70

30463 - Technical Writer III		31 .10
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)	19 .84
30621 - Weather Observer, Senior	(see 2)	20 .94
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		10 .77
31030 - Bus Driver		14 .70
31043 - Driver Courier		12 .24
31260 - Parking and Lot Attendant		9 .42
31290 - Shuttle Bus Driver		13 .19
31310 - Taxi Driver		12 .62
31361 - Truckdriver, Light		13 .19
31362 - Truckdriver, Medium		13 .64
31363 - Truckdriver, Heavy		18 .32
31364 - Truckdriver, Tractor-Trailer		18 .32
99000 - Miscellaneous Occupations		
99030 - Cashier		8 .94
99050 - Desk Clerk		9 .56
99095 - Embalmer		22 .74
99251 - Laboratory Animal Caretaker I		17 .58
99252 - Laboratory Animal Caretaker II		18 .92
99310 - Mortician		22 .74
99410 - Pest Controller		21 .76
99510 - Photofinishing Worker		11 .95
99710 - Recycling Laborer		15 .65
99711 - Recycling Specialist		18 .88
99730 - Refuse Collector		14 .53
99810 - Sales Clerk		11 .22
99820 - School Crossing Guard		14 .53
99830 - Survey Party Chief		21 .02
99831 - Surveying Aide		11 .08
99832 - Surveying Technician		15 .19
99840 - Vending Machine Attendant		14 .49
99841 - Vending Machine Repairer		19 .44
99842 - Vending Machine Repairer Helper		14 .49

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; 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 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.