

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.: 2005-2451

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States: Ohio, Pennsylvania

Area: Ohio Counties of Belmont, Harrison, Jefferson, Tuscarawas

Pennsylvania Counties of Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, Westmoreland

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
<b>01000 - Administrative Support And Clerical Occupations</b>		
01011 - Accounting Clerk I		14 .66
01012 - Accounting Clerk II		16 .92
01013 - Accounting Clerk III		20 .33
01020 - Administrative Assistant		21 .11
01040 - Court Reporter		17 .78
01051 - Data Entry Operator I		12 .17
01052 - Data Entry Operator II		13 .81
01060 - Dispatcher, Motor Vehicle		17 .44
01070 - Document Preparation Clerk		12 .44
01090 - Duplicating Machine Operator		12 .44
01111 - General Clerk I		11 .61
01112 - General Clerk II		14 .59
01113 - General Clerk III		16 .37
01120 - Housing Referral Assistant		18 .54
01141 - Messenger Courier		10 .42
01191 - Order Clerk I		13 .17
01192 - Order Clerk II		15 .74
01261 - Personnel Assistant (Employment) I		16 .18
01262 - Personnel Assistant (Employment) II		18 .09
01263 - Personnel Assistant (Employment) III		20 .18
01270 - Production Control Clerk		20 .18
01280 - Receptionist		11 .91

01290 - Rental Clerk	15 .53
01300 - Scheduler, Maintenance	15 .48
01311 - Secretary I	15 .48
01312 - Secretary II	17 .32
01313 - Secretary III	19 .31
01320 - Service Order Dispatcher	17 .00
01410 - Supply Technician	21 .43
01420 - Survey Worker	15 .04
01531 - Travel Clerk I	12 .61
01532 - Travel Clerk II	13 .54
01533 - Travel Clerk III	14 .52
01611 - Word Processor I	12 .90
01612 - Word Processor II	15 .53
01613 - Word Processor III	17 .37

**05000 - Automotive Service Occupations**

05005 - Automobile Body Repairer, Fiberglass	18 .95
05010 - Automotive Electrician	17 .78
05040 - Automotive Glass Installer	17 .10
05070 - Automotive Worker	17 .10
05110 - Mobile Equipment Servicer	15 .85
05130 - Motor Equipment Metal Mechanic	18 .41
05160 - Motor Equipment Metal Worker	17 .10
05190 - Motor Vehicle Mechanic	18 .70
05220 - Motor Vehicle Mechanic Helper	15 .23
05250 - Motor Vehicle Upholstery Worker	16 .47
05280 - Motor Vehicle Wrecker	17 .10
05310 - Painter, Automotive	19 .03
05340 - Radiator Repair Specialist	17 .10
05370 - Tire Repairer	13 .96
05400 - Transmission Repair Specialist	18 .41

**07000 - Food Preparation And Service Occupations**

07010 - Baker	12 .08
07041 - Cook I	11 .10
07042 - Cook II	12 .33
07070 - Dishwasher	9 .05
07130 - Food Service Worker	8 .63
07210 - Meat Cutter	13 .70
07260 - Waiter/Waitress	8 .86

**09000 - Furniture Maintenance And Repair Occupations**

09010 - Electrostatic Spray Painter	16 .22
09040 - Furniture Handler	12 .62
09080 - Furniture Refinisher	17 .27

09090 - Furniture Refinisher Helper	13 .89
09110 - Furniture Repairer, Minor	15 .47
09130 - Upholsterer	16 .22
<b>11000 - General Services And Support Occupations</b>	
11030 - Cleaner, Vehicles	9 .28
11060 - Elevator Operator	11 .02
11090 - Gardener	14 .44
11122 - Housekeeping Aide	12 .96
11150 - Janitor	13 .61
11210 - Laborer, Grounds Maintenance	12 .35
11240 - Maid or Houseman	11 .50
11260 - Pruner	12 .96
11270 - Tractor Operator	13 .53
11330 - Trail Maintenance Worker	12 .35
11360 - Window Cleaner	13 .78
<b>12000 - Health Occupations</b>	
12010 - Ambulance Driver	14 .04
12011 - Breath Alcohol Technician	17 .33
12012 - Certified Occupational Therapist Assistant	20 .79
12015 - Certified Physical Therapist Assistant	18 .88
12020 - Dental Assistant	14 .32
12025 - Dental Hygienist	23 .01
12030 - EKG Technician	22 .90
12035 - Electroneurodiagnostic Technologist	22 .90
12040 - Emergency Medical Technician	14 .04
12071 - Licensed Practical Nurse I	15 .31
12072 - Licensed Practical Nurse II	17 .33
12073 - Licensed Practical Nurse III	19 .33
12100 - Medical Assistant	12 .39
12130 - Medical Laboratory Technician	16 .83
12160 - Medical Record Clerk	14 .13
12190 - Medical Record Technician	16 .42
12195 - Medical Transcriptionist	14 .26
12210 - Nuclear Medicine Technologist	24 .86
12221 - Nursing Assistant I	10 .49
12222 - Nursing Assistant II	11 .79
12223 - Nursing Assistant III	12 .87
12224 - Nursing Assistant IV	14 .44
12235 - Optical Dispenser	13 .89
12236 - Optical Technician	12 .53
12250 - Pharmacy Technician	12 .39
12280 - Phlebotomist	14 .44
12305 - Radiologic Technologist	23 .00

12311 - Registered Nurse I	23 .50
12312 - Registered Nurse II	28 .75
12313 - Registered Nurse II, Specialist	28 .75
12314 - Registered Nurse III	34 .78
12315 - Registered Nurse III, Anesthetist	34 .78
12316 - Registered Nurse IV	41 .68
12317 - Scheduler (Drug and Alcohol Testing)	21 .47

**13000 - Information And Arts Occupations**

13011 - Exhibits Specialist I	21 .25
13012 - Exhibits Specialist II	27 .77
13013 - Exhibits Specialist III	29 .81
13041 - Illustrator I	19 .11
13042 - Illustrator II	24 .36
13043 - Illustrator III	26 .32
13047 - Librarian	24 .59
13050 - Library Aide/Clerk	10 .34
13054 - Library Information Technology Systems Administrator	20 .34
13058 - Library Technician	16 .06
13061 - Media Specialist I	16 .02
13062 - Media Specialist II	17 .92
13063 - Media Specialist III	19 .99
13071 - Photographer I	14 .36
13072 - Photographer II	18 .25
13073 - Photographer III	21 .51
13074 - Photographer IV	25 .13
13075 - Photographer V	30 .38
13110 - Video Teleconference Technician	16 .58

**14000 - Information Technology Occupations**

14041 - Computer Operator I	15 .90
14042 - Computer Operator II	17 .79
14043 - Computer Operator III	19 .84
14044 - Computer Operator IV	22 .05
14045 - Computer Operator V	24 .41
14071 - Computer Programmer I	(see 1) 22 .35
14072 - Computer Programmer II	(see 1) 27 .62
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 .90
14160 - Personal Computer Support Technician	22 .05

**15000 - Instructional Occupations**

15010 - Aircrew Training Devices Instructor (Non-Rated)	26 .29
15020 - Aircrew Training Devices Instructor (Rated)	31 .81
15030 - Air Crew Training Devices Instructor (Pilot)	37 .86
15050 - Computer Based Training Specialist / Instructor	27 .62
15060 - Educational Technologist	29 .84
15070 - Flight Instructor (Pilot)	37 .66
15080 - Graphic Artist	20 .56
15090 - Technical Instructor	19 .41
15095 - Technical Instructor/Course Developer	23 .74
15110 - Test Proctor	16 .96
15120 - Tutor	16 .96

**16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations**

16010 - Assembler	9 .28
16030 - Counter Attendant	9 .28
16040 - Dry Cleaner	11 .56
16070 - Finisher, Flatwork, Machine	9 .28
16090 - Presser, Hand	9 .28
16110 - Presser, Machine, Drycleaning	9 .28
16130 - Presser, Machine, Shirts	9 .28
16160 - Presser, Machine, Wearing Apparel, Laundry	9 .28
16190 - Sewing Machine Operator	12 .33
16220 - Tailor	13 .09
16250 - Washer, Machine	10 .04

**19000 - Machine Tool Operation And Repair Occupations**

19010 - Machine-Tool Operator (Tool Room)	17 .05
19040 - Tool And Die Maker	22 .76

**21000 - Materials Handling And Packing Occupations**

21020 - Forklift Operator	16 .10
21030 - Material Coordinator	19 .96
21040 - Material Expediter	19 .96
21050 - Material Handling Laborer	18 .10
21071 - Order Filler	13 .89
21080 - Production Line Worker (Food Processing)	16 .10
21110 - Shipping Packer	13 .72
21130 - Shipping/Receiving Clerk	13 .72
21140 - Store Worker I	13 .55
21150 - Stock Clerk	17 .17
21210 - Tools And Parts Attendant	16 .10
21410 - Warehouse Specialist	16 .10

**23000 - Mechanics And Maintenance And Repair Occupations**

23010 - Aerospace Structural Welder	23 .47
23021 - Aircraft Mechanic I	22 .54
23022 - Aircraft Mechanic II	23 .47
23023 - Aircraft Mechanic III	24 .59
23040 - Aircraft Mechanic Helper	17 .82
23050 - Aircraft, Painter	22 .09
23060 - Aircraft Servicer	19 .78
23080 - Aircraft Worker	20 .91
23110 - Appliance Mechanic	19 .92
23120 - Bicycle Repairer	13 .96
23125 - Cable Splicer	26 .97
23130 - Carpenter, Maintenance	20 .21
23140 - Carpet Layer	17 .94
23160 - Electrician, Maintenance	24 .24
23181 - Electronics Technician Maintenance I	21 .91
23182 - Electronics Technician Maintenance II	23 .12
23183 - Electronics Technician Maintenance III	24 .60
23260 - Fabric Worker	19 .30
23290 - Fire Alarm System Mechanic	21 .02
23310 - Fire Extinguisher Repairer	18 .17
23311 - Fuel Distribution System Mechanic	22 .44
23312 - Fuel Distribution System Operator	18 .49
23370 - General Maintenance Worker	17 .81
23380 - Ground Support Equipment Mechanic	22 .54
23381 - Ground Support Equipment Servicer	19 .78
23382 - Ground Support Equipment Worker	20 .91
23391 - Gunsmith I	18 .17
23392 - Gunsmith II	20 .42
23393 - Gunsmith III	22 .54
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18 .95
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19 .69
23430 - Heavy Equipment Mechanic	20 .39
23440 - Heavy Equipment Operator	22 .45
23460 - Instrument Mechanic	23 .17
23465 - Laboratory/Shelter Mechanic	21 .55
23470 - Laborer	14 .78
23510 - Locksmith	18 .41
23530 - Machinery Maintenance Mechanic	21 .00
23550 - Machinist, Maintenance	20 .25
23580 - Maintenance Trades Helper	16 .43
23591 - Metrology Technician I	23 .17
23592 - Metrology Technician II	24 .11
23593 - Metrology Technician III	25 .19
23640 - Millwright	25 .25

23710 - Office Appliance Repairer	19 .71
23760 - Painter, Maintenance	19 .35
23790 - Pipefitter, Maintenance	27 .98
23810 - Plumber, Maintenance	22 .95
23820 - Pneudraulic Systems Mechanic	22 .54
23850 - Rigger	22 .54
23870 - Scale Mechanic	20 .42
23890 - Sheet-Metal Worker, Maintenance	25 .78
23910 - Small Engine Mechanic	17 .11
23931 - Telecommunications Mechanic I	24 .45
23932 - Telecommunications Mechanic II	25 .32
23950 - Telephone Lineman	23 .55
23960 - Welder, Combination, Maintenance	18 .79
23965 - Well Driller	20 .23
23970 - Woodcraft Worker	22 .54
23980 - Woodworker	15 .90
<b>24000 - Personal Needs Occupations</b>	
24570 - Child Care Attendant	10 .71
24580 - Child Care Center Clerk	12 .98
24610 - Chore Aide	10 .15
24620 - Family Readiness And Support Services Coordinator	12 .25
24630 - Homemaker	13 .49
<b>25000 - Plant And System Operations Occupations</b>	
25010 - Boiler Tender	24 .99
25040 - Sewage Plant Operator	20 .44
25070 - Stationary Engineer	24 .99
25190 - Ventilation Equipment Tender	17 .79
25210 - Water Treatment Plant Operator	20 .44
<b>27000 - Protective Service Occupations</b>	
27004 - Alarm Monitor	14 .65
27007 - Baggage Inspector	10 .28
27008 - Corrections Officer	21 .65
27010 - Court Security Officer	22 .91
27030 - Detection Dog Handler	14 .84
27040 - Detention Officer	21 .65
27070 - Firefighter	22 .94
27101 - Guard I	10 .28
27102 - Guard II	14 .84
27131 - Police Officer I	24 .82
27132 - Police Officer II	26 .93
<b>28000 - Recreation Occupations</b>	

28041 - Carnival Equipment Operator		10 .03
28042 - Carnival Equipment Repairer		10 .42
28043 - Carnival Equipment Worker		8 .54
28210 - Gate Attendant/Gate Tender		13 .83
28310 - Lifeguard		10 .94
28350 - Park Attendant (Aide)		15 .47
28510 - Recreation Aide/Health Facility Attendant		11 .29
28515 - Recreation Specialist		16 .79
28630 - Sports Official		12 .32
28690 - Swimming Pool Operator		18 .27
<b>29000 - Stevedoring/Longshoremen Occupational Services</b>		
29010 - Blocker And Bracer		21 .51
29020 - Hatch Tender		21 .51
29030 - Line Handler		21 .51
29041 - Stevedore I		20 .33
29042 - Stevedore II		22 .51
<b>30000 - Technical Occupations</b>		
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 .95
30022 - Archeological Technician II		18 .28
30023 - Archeological Technician III		24 .87
30030 - Cartographic Technician		25 .30
30040 - Civil Engineering Technician		21 .90
30061 - Drafter/CAD Operator I		18 .25
30062 - Drafter/CAD Operator II		20 .41
30063 - Drafter/CAD Operator III		22 .77
30064 - Drafter/CAD Operator IV		28 .00
30081 - Engineering Technician I		16 .06
30082 - Engineering Technician II		18 .06
30083 - Engineering Technician III		20 .98
30084 - Engineering Technician IV		24 .78
30085 - Engineering Technician V		30 .31
30086 - Engineering Technician VI		36 .67
30090 - Environmental Technician		21 .50
30210 - Laboratory Technician		20 .26
30240 - Mathematical Technician		25 .30
30361 - Paralegal/Legal Assistant I		19 .93
30362 - Paralegal/Legal Assistant II		24 .70
30363 - Paralegal/Legal Assistant III		30 .21
30364 - Paralegal/Legal Assistant IV		33 .56
30390 - Photo-Optics Technician		26 .70

30461 - Technical Writer I		21 .84
30462 - Technical Writer II		25 .69
30463 - Technical Writer III		28 .75
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)	22 .77
30621 - Weather Observer, Senior	(see 2)	25 .30

### **31000 - Transportation/Mobile Equipment Operation Occupations**

31020 - Bus Aide		14 .71
31030 - Bus Driver		18 .40
31043 - Driver Courier		13 .74
31260 - Parking and Lot Attendant		10 .49
31290 - Shuttle Bus Driver		14 .65
31310 - Taxi Driver		10 .92
31361 - Truckdriver, Light		14 .65
31362 - Truckdriver, Medium		17 .07
31363 - Truckdriver, Heavy		18 .69
31364 - Truckdriver, Tractor-Trailer		18 .69

### **99000 - Miscellaneous Occupations**

99030 - Cashier		8 .57
99050 - Desk Clerk		10 .19
99095 - Embalmer		23 .36
99251 - Laboratory Animal Caretaker I		12 .22
99252 - Laboratory Animal Caretaker II		13 .02
99310 - Mortician		27 .76
99410 - Pest Controller		17 .04
99510 - Photofinishing Worker		13 .23
99710 - Recycling Laborer		18 .05
99711 - Recycling Specialist		20 .80
99730 - Refuse Collector		16 .68
99810 - Sales Clerk		12 .12
99820 - School Crossing Guard		10 .25
99830 - Survey Party Chief		18 .85
99831 - Surveying Aide		11 .23
99832 - Surveying Technician		17 .13
99840 - Vending Machine Attendant		14 .01
99841 - Vending Machine Repairer		16 .78
99842 - Vending Machine Repairer Helper		14 .01

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 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) **AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by

the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

#### REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

##### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.