



01060 - Dispatcher Motor Vehicle	17.08
01070 - Document Preparation Clerk	15.21
01090 - Duplicating Machine Operator	15.21
01111 - General Clerk I	12.24
01112 - General Clerk II	13.35
01113 - General Clerk III	14.99
01120 - Housing Referral Assistant	18.28
01141 - Messenger Courier	12.95
01191 - Order Clerk I	16.27
01192 - Order Clerk II	17.75
01261 - Personnel Assistant (Employment) I	15.67
01262 - Personnel Assistant (Employment) II	17.53
01263 - Personnel Assistant (Employment) III	19.55
01270 - Production Control Clerk	20.26
01290 - Rental Clerk	13.10
01300 - Scheduler Maintenance	14.66
01311 - Secretary I	14.66
01312 - Secretary II	16.40
01313 - Secretary III	18.28
01320 - Service Order Dispatcher	15.13
01410 - Supply Technician	23.64
01420 - Survey Worker	14.71
01460 - Switchboard Operator/Receptionist	12.35
01531 - Travel Clerk I	13.03
01532 - Travel Clerk II	14.26
01533 - Travel Clerk III	15.47
01611 - Word Processor I	13.06
01612 - Word Processor II	14.66
01613 - Word Processor III	16.40
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	19.99
05010 - Automotive Electrician	17.89
05040 - Automotive Glass Installer	16.74
05070 - Automotive Worker	16.74
05110 - Mobile Equipment Servicer	14.41
05130 - Motor Equipment Metal Mechanic	19.05
05160 - Motor Equipment Metal Worker	16.74
05190 - Motor Vehicle Mechanic	19.05
05220 - Motor Vehicle Mechanic Helper	13.26
05250 - Motor Vehicle Upholstery Worker	15.57
05280 - Motor Vehicle Wrecker	16.74
05310 - Painter Automotive	17.89
05340 - Radiator Repair Specialist	16.74
05370 - Tire Repairer	15.08
05400 - Transmission Repair Specialist	19.05
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.97
07041 - Cook I	11.09
07042 - Cook II	12.88

07070 - Dishwasher	10.05
07130 - Food Service Worker	9.79
07210 - Meat Cutter	14.41
07260 - Waiter/Waitress	9.11
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.59
09040 - Furniture Handler	10.15
09080 - Furniture Refinisher	15.59
09090 - Furniture Refinisher Helper	11.99
09110 - Furniture Repairer Minor	13.82
09130 - Upholsterer	15.59
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	10.28
11060 - Elevator Operator	11.04
11090 - Gardener	14.90
11122 - Housekeeping Aide	11.04
11150 - Janitor	11.04
11210 - Laborer Grounds Maintenance	12.00
11240 - Maid or Houseman	9.23
11260 - Pruner	10.63
11270 - Tractor Operator	13.98
11330 - Trail Maintenance Worker	12.00
11360 - Window Cleaner	12.46
12000 - Health Occupations	
12010 - Ambulance Driver	20.05
12011 - Breath Alcohol Technician	20.05
12012 - Certified Occupational Therapist Assistant	27.86
12015 - Certified Physical Therapist Assistant	33.69
12020 - Dental Assistant	15.92
12025 - Dental Hygienist	34.95
12030 - EKG Technician	30.37
12035 - Electroneurodiagnostic Technologist	30.37
12040 - Emergency Medical Technician	20.05
12071 - Licensed Practical Nurse I	18.15
12072 - Licensed Practical Nurse II	20.31
12073 - Licensed Practical Nurse III	22.63
12100 - Medical Assistant	14.81
12130 - Medical Laboratory Technician	21.42
12160 - Medical Record Clerk	13.71
12190 - Medical Record Technician	15.99
12195 - Medical Transcriptionist	18.15
12210 - Nuclear Medicine Technologist	44.61
12221 - Nursing Assistant I	10.98
12222 - Nursing Assistant II	12.34
12223 - Nursing Assistant III	13.46
12224 - Nursing Assistant IV	15.12
12235 - Optical Dispenser	13.82
12236 - Optical Technician	18.15
12250 - Pharmacy Technician	17.26

12280 - Phlebotomist		17.92
12305 - Radiologic Technologist		27.61
12311 - Registered Nurse I		20.94
12312 - Registered Nurse II		25.62
12313 - Registered Nurse II Specialist		25.62
12314 - Registered Nurse III		30.99
12315 - Registered Nurse III Anesthetist		30.99
12316 - Registered Nurse IV		37.14
12317 - Scheduler (Drug and Alcohol Testing)		24.83
12320 - Substance Abuse Treatment Counselor		25.15
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		20.00
13012 - Exhibits Specialist II		24.77
13013 - Exhibits Specialist III		30.30
13041 - Illustrator I		20.00
13042 - Illustrator II		24.77
13043 - Illustrator III		30.30
13047 - Librarian		27.44
13050 - Library Aide/Clerk		11.97
13054 - Library Information Technology Systems Administrator		24.77
13058 - Library Technician		20.00
13061 - Media Specialist I		17.88
13062 - Media Specialist II		20.00
13063 - Media Specialist III		22.29
13071 - Photographer I		17.88
13072 - Photographer II		20.00
13073 - Photographer III		24.77
13074 - Photographer IV		30.30
13075 - Photographer V		36.66
13090 - Technical Order Library Clerk		15.74
13110 - Video Teleconference Technician		17.88
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.70
14042 - Computer Operator II		17.57
14043 - Computer Operator III		19.88
14044 - Computer Operator IV		22.02
14045 - Computer Operator V		24.38
14071 - Computer Programmer I	(see 1)	20.12
14072 - Computer Programmer II	(see 1)	24.52
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	27.20
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15.70
14160 - Personal Computer Support Technician		22.02
14170 - System Support Specialist		32.77
15000 - Instructional Occupations		

15010 - Aircrew Training Devices Instructor (Non-Rated)	27.20
15020 - Aircrew Training Devices Instructor (Rated)	32.52
15030 - Air Crew Training Devices Instructor (Pilot)	38.97
15050 - Computer Based Training Specialist / Instructor	27.20
15060 - Educational Technologist	31.07
15070 - Flight Instructor (Pilot)	38.97
15080 - Graphic Artist	18.28
15085 - Maintenance Test Pilot Fixed Jet/Prop	41.36
15086 - Maintenance Test Pilot Rotary Wing	41.36
15088 - Non-Maintenance Test/Co-Pilot	41.36
15090 - Technical Instructor	20.75
15095 - Technical Instructor/Course Developer	25.13
15110 - Test Proctor	17.61
15120 - Tutor	17.61
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	9.13
16030 - Counter Attendant	9.13
16040 - Dry Cleaner	12.35
16070 - Finisher Flatwork Machine	9.13
16090 - Presser Hand	9.13
16110 - Presser Machine Drycleaning	9.13
16130 - Presser Machine Shirts	9.13
16160 - Presser Machine Wearing Apparel Laundry	9.13
16190 - Sewing Machine Operator	13.45
16220 - Tailor	14.52
16250 - Washer Machine	10.98
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.17
19040 - Tool And Die Maker	25.28
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.71
21030 - Material Coordinator	20.26
21040 - Material Expediter	20.26
21050 - Material Handling Laborer	12.18
21071 - Order Filler	13.19
21080 - Production Line Worker (Food Processing)	15.71
21110 - Shipping Packer	15.64
21130 - Shipping/Receiving Clerk	15.64
21140 - Store Worker I	10.32
21150 - Stock Clerk	14.49
21210 - Tools And Parts Attendant	15.71
21410 - Warehouse Specialist	15.71
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.13
23019 - Aircraft Logs and Records Technician	22.21
23021 - Aircraft Mechanic I	27.39
23022 - Aircraft Mechanic II	29.13
23023 - Aircraft Mechanic III	30.83
23040 - Aircraft Mechanic Helper	18.90

23050 - Aircraft Painter	25.51
23060 - Aircraft Servicer	22.21
23070 - Aircraft Survival Flight Equipment Technician	25.51
23080 - Aircraft Worker	23.87
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	23.87
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	27.39
23110 - Appliance Mechanic	20.02
23120 - Bicycle Repairer	16.14
23125 - Cable Splicer	27.25
23130 - Carpenter Maintenance	16.24
23140 - Carpet Layer	18.36
23160 - Electrician Maintenance	23.04
23181 - Electronics Technician Maintenance I	21.23
23182 - Electronics Technician Maintenance II	22.68
23183 - Electronics Technician Maintenance III	24.60
23260 - Fabric Worker	17.42
23290 - Fire Alarm System Mechanic	21.93
23310 - Fire Extinguisher Repairer	16.14
23311 - Fuel Distribution System Mechanic	24.35
23312 - Fuel Distribution System Operator	18.43
23370 - General Maintenance Worker	15.93
23380 - Ground Support Equipment Mechanic	27.39
23381 - Ground Support Equipment Servicer	22.21
23382 - Ground Support Equipment Worker	23.87
23391 - Gunsmith I	16.14
23392 - Gunsmith II	18.73
23393 - Gunsmith III	21.33
23410 - Heating Ventilation And Air-Conditioning Mechanic	18.35
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	19.36
23430 - Heavy Equipment Mechanic	20.92
23440 - Heavy Equipment Operator	17.66
23460 - Instrument Mechanic	21.33
23465 - Laboratory/Shelter Mechanic	20.02
23470 - Laborer	12.18
23510 - Locksmith	20.02
23530 - Machinery Maintenance Mechanic	22.91
23550 - Machinist Maintenance	20.26
23580 - Maintenance Trades Helper	15.05
23591 - Metrology Technician I	21.33
23592 - Metrology Technician II	22.68
23593 - Metrology Technician III	24.05
23640 - Millwright	21.33
23710 - Office Appliance Repairer	17.10
23760 - Painter Maintenance	17.15
23790 - Pipefitter Maintenance	22.02

23810 - Plumber Maintenance	20.67
23820 - Pneudraulic Systems Mechanic	21.33
23850 - Rigger	21.33
23870 - Scale Mechanic	18.73
23890 - Sheet-Metal Worker Maintenance	18.61
23910 - Small Engine Mechanic	18.73
23931 - Telecommunications Mechanic I	26.38
23932 - Telecommunications Mechanic II	32.26
23950 - Telephone Lineman	23.56
23960 - Welder Combination Maintenance	16.59
23965 - Well Driller	21.33
23970 - Woodcraft Worker	21.33
23980 - Woodworker	16.14
24000 - Personal Needs Occupations	
24550 - Case Manager	15.99
24570 - Child Care Attendant	9.49
24580 - Child Care Center Clerk	11.84
24610 - Chore Aide	9.58
24620 - Family Readiness And Support Services Coordinator	15.99
24630 - Homemaker	15.99
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.33
25040 - Sewage Plant Operator	19.81
25070 - Stationary Engineer	21.33
25190 - Ventilation Equipment Tender	14.84
25210 - Water Treatment Plant Operator	19.81
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.12
27007 - Baggage Inspector	12.08
27008 - Corrections Officer	21.21
27010 - Court Security Officer	22.36
27030 - Detection Dog Handler	15.61
27040 - Detention Officer	21.21
27070 - Firefighter	22.77
27101 - Guard I	12.08
27102 - Guard II	15.61
27131 - Police Officer I	24.02
27132 - Police Officer II	26.70
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.88
28042 - Carnival Equipment Repairer	15.00
28043 - Carnival Worker	10.09
28210 - Gate Attendant/Gate Tender	15.40
28310 - Lifeguard	13.72
28350 - Park Attendant (Aide)	17.23
28510 - Recreation Aide/Health Facility Attendant	12.21
28515 - Recreation Specialist	19.34
28630 - Sports Official	13.72

28690 - Swimming Pool Operator	17.42
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.87
29020 - Hatch Tender	18.73
29030 - Line Handler	18.73
29041 - Stevedore I	17.42
29042 - Stevedore II	20.02
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	38.78
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	26.74
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	29.45
30021 - Archeological Technician I	17.36
30022 - Archeological Technician II	19.43
30023 - Archeological Technician III	24.06
30030 - Cartographic Technician	24.06
30040 - Civil Engineering Technician	21.12
30051 - Cryogenic Technician I	26.65
30052 - Cryogenic Technician II	29.44
30061 - Drafter/CAD Operator I	17.36
30062 - Drafter/CAD Operator II	19.43
30063 - Drafter/CAD Operator III	21.65
30064 - Drafter/CAD Operator IV	26.65
30081 - Engineering Technician I	15.46
30082 - Engineering Technician II	18.07
30083 - Engineering Technician III	20.24
30084 - Engineering Technician IV	26.53
30085 - Engineering Technician V	31.84
30086 - Engineering Technician VI	36.70
30090 - Environmental Technician	24.06
30095 - Evidence Control Specialist	24.06
30210 - Laboratory Technician	21.65
30221 - Latent Fingerprint Technician I	26.65
30222 - Latent Fingerprint Technician II	29.44
30240 - Mathematical Technician	24.06
30361 - Paralegal/Legal Assistant I	17.41
30362 - Paralegal/Legal Assistant II	21.57
30363 - Paralegal/Legal Assistant III	26.38
30364 - Paralegal/Legal Assistant IV	31.92
30375 - Petroleum Supply Specialist	29.44
30390 - Photo-Optics Technician	24.19
30395 - Radiation Control Technician	29.44
30461 - Technical Writer I	24.06
30462 - Technical Writer II	29.44
30463 - Technical Writer III	35.61
30491 - Unexploded Ordnance (UXO) Technician I	24.65
30492 - Unexploded Ordnance (UXO) Technician II	29.82
30493 - Unexploded Ordnance (UXO) Technician III	35.74
30494 - Unexploded (UXO) Safety Escort	24.65
30495 - Unexploded (UXO) Sweep Personnel	24.65



30501 - Weather Forecaster I	26.65
30502 - Weather Forecaster II	32.41
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2) 21.65
30621 - Weather Observer Senior	(see 2) 24.06
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	29.82
31020 - Bus Aide	13.87
31030 - Bus Driver	19.75
31043 - Driver Courier	12.50
31260 - Parking and Lot Attendant	12.30
31290 - Shuttle Bus Driver	13.59
31310 - Taxi Driver	11.80
31361 - Truckdriver Light	13.59
31362 - Truckdriver Medium	16.13
31363 - Truckdriver Heavy	21.23
31364 - Truckdriver Tractor-Trailer	21.23
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.54
99030 - Cashier	10.16
99050 - Desk Clerk	10.59
99095 - Embalmer	24.65
99130 - Flight Follower	24.65
99251 - Laboratory Animal Caretaker I	11.45
99252 - Laboratory Animal Caretaker II	11.61
99260 - Marketing Analyst	33.05
99310 - Mortician	24.65
99410 - Pest Controller	18.65
99510 - Photofinishing Worker	12.95
99710 - Recycling Laborer	16.82
99711 - Recycling Specialist	20.39
99730 - Refuse Collector	15.58
99810 - Sales Clerk	11.06
99820 - School Crossing Guard	11.70
99830 - Survey Party Chief	21.24
99831 - Surveying Aide	13.26
99832 - Surveying Technician	18.15
99840 - Vending Machine Attendant	15.88
99841 - Vending Machine Repairer	20.05
99842 - Vending Machine Repairer Helper	15.88

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Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life accident and health insurance plans sick leave pension plans civic and personal leave severance pay and savings and thrift plans. Minimum employer contributions costing an average of \$4.54 per hour computed on the basis of all hours worked by service employees employed on the contract.

HEALTH & WELFARE EO 13706: Minimum employer contributions costing an average of \$4.22 per hour computed on the basis of all hours worked by service employees employed on the covered contracts. \*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of 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 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 re-grading 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.

\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\*

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

\*\* 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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). 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 the 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 U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

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 Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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"" should be used to compare job definitions to ensure 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 (See 29 CFR 4.152(c)(1))."