
REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Wage Determination No.: 2005-2416
Diane C. Koplewski Division of | Revision No.: 15
Director Wage Determinations | Date Of Revision: 06/19/2013

State: Ohio

Area: Ohio Counties of Ashland, Ashtabula, Cuyahoga, Erie, Geauga, Huron, Lake,
Lorain, Medina, Portage, Richland, Stark, Summit, Wayne

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	14.21	
01012 - Accounting Clerk II	15.90	
01013 - Accounting Clerk III	17.72	
01020 - Administrative Assistant	21.22	
01040 - Court Reporter	16.99	
01051 - Data Entry Operator I	13.42	
01052 - Data Entry Operator II	15.43	
01060 - Dispatcher, Motor Vehicle	20.76	
01070 - Document Preparation Clerk	13.72	
01090 - Duplicating Machine Operator	13.72	
01111 - General Clerk I	13.46	
01112 - General Clerk II	14.87	
01113 - General Clerk III	16.65	
01120 - Housing Referral Assistant	19.31	
01141 - Messenger Courier	11.13	
01191 - Order Clerk I	13.18	
01192 - Order Clerk II	15.03	
01261 - Personnel Assistant (Employment) I	16.00	
01262 - Personnel Assistant (Employment) II	17.89	
01263 - Personnel Assistant (Employment) III	19.95	
01270 - Production Control Clerk	18.96	
01280 - Receptionist	13.97	
01290 - Rental Clerk	15.48	
01300 - Scheduler, Maintenance	14.72	
01311 - Secretary I	14.72	
01312 - Secretary II	17.05	
01313 - Secretary III	18.69	
01320 - Service Order Dispatcher	18.84	
01410 - Supply Technician	21.22	
01420 - Survey Worker	15.10	
01531 - Travel Clerk I	12.61	
01532 - Travel Clerk II	13.54	

01533 - Travel Clerk III	14.52
01611 - Word Processor I	14.47
01612 - Word Processor II	16.25
01613 - Word Processor III	18.18
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.33
05010 - Automotive Electrician	19.67
05040 - Automotive Glass Installer	18.92
05070 - Automotive Worker	18.92
05110 - Mobile Equipment Servicer	17.27
05130 - Motor Equipment Metal Mechanic	20.33
05160 - Motor Equipment Metal Worker	18.92
05190 - Motor Vehicle Mechanic	20.33
05220 - Motor Vehicle Mechanic Helper	16.50
05250 - Motor Vehicle Upholstery Worker	18.07
05280 - Motor Vehicle Wrecker	18.92
05310 - Painter, Automotive	19.67
05340 - Radiator Repair Specialist	18.92
05370 - Tire Repairer	15.89
05400 - Transmission Repair Specialist	20.33
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.08
07041 - Cook I	10.72
07042 - Cook II	12.08
07070 - Dishwasher	9.28
07130 - Food Service Worker	9.28
07210 - Meat Cutter	14.34
07260 - Waiter/Waitress	9.94
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.60
09040 - Furniture Handler	13.89
09080 - Furniture Refinisher	20.60
09090 - Furniture Refinisher Helper	15.71
09110 - Furniture Repairer, Minor	17.22
09130 - Upholsterer	20.60
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.78
11060 - Elevator Operator	11.78
11090 - Gardener	14.19
11122 - Housekeeping Aide	12.06
11150 - Janitor	12.06
11210 - Laborer, Grounds Maintenance	11.32
11240 - Maid or Houseman	9.56
11260 - Pruner	11.52
11270 - Tractor Operator	12.65
11330 - Trail Maintenance Worker	11.32
11360 - Window Cleaner	12.73
12000 - Health Occupations	
12010 - Ambulance Driver	15.99
12011 - Breath Alcohol Technician	16.87
12012 - Certified Occupational Therapist Assistant	23.89
12015 - Certified Physical Therapist Assistant	23.10
12020 - Dental Assistant	15.34
12025 - Dental Hygienist	33.67

12030 - EKG Technician	22.15	
12035 - Electroneurodiagnostic Technologist		25.64
12040 - Emergency Medical Technician		15.99
12071 - Licensed Practical Nurse I	17.51	
12072 - Licensed Practical Nurse II	19.68	
12073 - Licensed Practical Nurse III	21.84	
12100 - Medical Assistant	13.82	
12130 - Medical Laboratory Technician		18.30
12160 - Medical Record Clerk	13.71	
12190 - Medical Record Technician		15.13
12195 - Medical Transcriptionist	14.86	
12210 - Nuclear Medicine Technologist		31.29
12221 - Nursing Assistant I	9.81	
12222 - Nursing Assistant II	10.88	
12223 - Nursing Assistant III	12.04	
12224 - Nursing Assistant IV	13.51	
12235 - Optical Dispenser	16.65	
12236 - Optical Technician	14.97	
12250 - Pharmacy Technician		14.65
12280 - Phlebotomist	13.71	
12305 - Radiologic Technologist		25.11
12311 - Registered Nurse I	22.85	
12312 - Registered Nurse II	27.71	
12313 - Registered Nurse II, Specialist		27.71
12314 - Registered Nurse III	33.52	
12315 - Registered Nurse III, Anesthetist		33.52
12316 - Registered Nurse IV	40.18	
12317 - Scheduler (Drug and Alcohol Testing)		22.98
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	20.58	
13012 - Exhibits Specialist II	23.96	
13013 - Exhibits Specialist III	28.55	
13041 - Illustrator I	20.35	
13042 - Illustrator II	25.21	
13043 - Illustrator III	30.83	
13047 - Librarian	29.41	
13050 - Library Aide/Clerk	13.28	
13054 - Library Information Technology Systems Administrator		22.30
13058 - Library Technician	17.17	
13061 - Media Specialist I	16.09	
13062 - Media Specialist II	18.01	
13063 - Media Specialist III	20.07	
13071 - Photographer I	15.90	
13072 - Photographer II	18.01	
13073 - Photographer III	22.30	
13074 - Photographer IV	26.94	
13075 - Photographer V	32.59	
13110 - Video Teleconference Technician		17.41
14000 - Information Technology Occupations		
14041 - Computer Operator I	15.12	
14042 - Computer Operator II	16.92	
14043 - Computer Operator III	18.89	
14044 - Computer Operator IV	22.64	

14045 - Computer Operator V	25.06
14071 - Computer Programmer I	22.13
14072 - Computer Programmer II	27.20
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	15.12
14160 - Personal Computer Support Technician	22.64
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.53
15020 - Aircrew Training Devices Instructor (Rated)	35.35
15030 - Air Crew Training Devices Instructor (Pilot)	41.38
15050 - Computer Based Training Specialist / Instructor	30.23
15060 - Educational Technologist	29.57
15070 - Flight Instructor (Pilot)	41.38
15080 - Graphic Artist	22.54
15090 - Technical Instructor	19.91
15095 - Technical Instructor/Course Developer	24.36
15110 - Test Proctor	16.98
15120 - Tutor	16.98
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)	22.02
19040 - Tool And Die Maker	26.69
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.71
21030 - Material Coordinator	18.96
21040 - Material Expediter	18.96
21050 - Material Handling Laborer	13.50
21071 - Order Filler	13.69
21080 - Production Line Worker (Food Processing)	16.71
21110 - Shipping Packer	16.72
21130 - Shipping/Receiving Clerk	16.72
21140 - Store Worker I	14.39
21150 - Stock Clerk	18.87
21210 - Tools And Parts Attendant	16.71
21410 - Warehouse Specialist	16.71
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.00
23021 - Aircraft Mechanic I	22.86
23022 - Aircraft Mechanic II	24.00

23023 - Aircraft Mechanic III	24.93
23040 - Aircraft Mechanic Helper	18.55
23050 - Aircraft, Painter	22.10
23060 - Aircraft Servicer	20.32
23080 - Aircraft Worker	21.27
23110 - Appliance Mechanic	20.40
23120 - Bicycle Repairer	15.89
23125 - Cable Splicer	24.13
23130 - Carpenter, Maintenance	22.39
23140 - Carpet Layer	21.36
23160 - Electrician, Maintenance	28.34
23181 - Electronics Technician Maintenance I	20.25
23182 - Electronics Technician Maintenance II	21.21
23183 - Electronics Technician Maintenance III	26.65
23260 - Fabric Worker	18.97
23290 - Fire Alarm System Mechanic	21.77
23310 - Fire Extinguisher Repairer	17.84
23311 - Fuel Distribution System Mechanic	27.55
23312 - Fuel Distribution System Operator	22.57
23370 - General Maintenance Worker	18.13
23380 - Ground Support Equipment Mechanic	22.86
23381 - Ground Support Equipment Servicer	20.32
23382 - Ground Support Equipment Worker	21.27
23391 - Gunsmith I	17.84
23392 - Gunsmith II	20.09
23393 - Gunsmith III	21.77
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.68
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.50
23430 - Heavy Equipment Mechanic	20.38
23440 - Heavy Equipment Operator	23.85
23460 - Instrument Mechanic	23.32
23465 - Laboratory/Shelter Mechanic	21.04
23470 - Laborer	13.23
23510 - Locksmith	20.60
23530 - Machinery Maintenance Mechanic	22.73
23550 - Machinist, Maintenance	21.77
23580 - Maintenance Trades Helper	16.05
23591 - Metrology Technician I	25.65
23592 - Metrology Technician II	26.67
23593 - Metrology Technician III	27.59
23640 - Millwright	28.82
23710 - Office Appliance Repairer	21.04
23760 - Painter, Maintenance	21.74
23790 - Pipefitter, Maintenance	26.96
23810 - Plumber, Maintenance	23.66
23820 - Pneudraulic Systems Mechanic	21.77
23850 - Rigger	21.78
23870 - Scale Mechanic	20.09
23890 - Sheet-Metal Worker, Maintenance	23.09
23910 - Small Engine Mechanic	19.82
23931 - Telecommunications Mechanic I	24.70
23932 - Telecommunications Mechanic II	25.58

23950 - Telephone Lineman	20.83	
23960 - Welder, Combination, Maintenance		19.36
23965 - Well Driller	21.30	
23970 - Woodcraft Worker	21.77	
23980 - Woodworker	16.45	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	12.25	
24580 - Child Care Center Clerk	15.29	
24610 - Chore Aide	9.43	
24620 - Family Readiness And Support Services Coordinator		12.91
24630 - Homemaker	17.23	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	23.57	
25040 - Sewage Plant Operator	21.29	
25070 - Stationary Engineer	23.57	
25190 - Ventilation Equipment Tender	18.06	
25210 - Water Treatment Plant Operator	21.29	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	16.15	
27007 - Baggage Inspector	11.28	
27008 - Corrections Officer	21.73	
27010 - Court Security Officer	23.11	
27030 - Detection Dog Handler	16.31	
27040 - Detention Officer	21.73	
27070 - Firefighter	22.60	
27101 - Guard I	11.28	
27102 - Guard II	16.31	
27131 - Police Officer I	25.03	
27132 - Police Officer II	27.80	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	11.12	
28042 - Carnival Equipment Repairer	11.63	
28043 - Carnival Equipment Worker	9.17	
28210 - Gate Attendant/Gate Tender	13.17	
28310 - Lifeguard	11.34	
28350 - Park Attendant (Aide)	14.74	
28510 - Recreation Aide/Health Facility Attendant		10.75
28515 - Recreation Specialist	16.98	
28630 - Sports Official	11.73	
28690 - Swimming Pool Operator	18.62	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	21.04	
29020 - Hatch Tender	21.04	
29030 - Line Handler	21.04	
29041 - Stevedore I	19.85	
29042 - Stevedore II	21.61	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)		37.19
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)		25.64
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)		28.25
30021 - Archeological Technician I	15.04	
30022 - Archeological Technician II	15.03	
30023 - Archeological Technician III	20.85	

30030 - Cartographic Technician	25.34	
30040 - Civil Engineering Technician	21.36	
30061 - Drafter/CAD Operator I	18.14	
30062 - Drafter/CAD Operator II	20.46	
30063 - Drafter/CAD Operator III	22.81	
30064 - Drafter/CAD Operator IV	28.07	
30081 - Engineering Technician I	16.70	
30082 - Engineering Technician II	18.75	
30083 - Engineering Technician III	20.98	
30084 - Engineering Technician IV	25.99	
30085 - Engineering Technician V	31.78	
30086 - Engineering Technician VI	38.46	
30090 - Environmental Technician	23.34	
30210 - Laboratory Technician	22.81	
30240 - Mathematical Technician	25.32	
30361 - Paralegal/Legal Assistant I	18.72	
30362 - Paralegal/Legal Assistant II	23.34	
30363 - Paralegal/Legal Assistant III	30.33	
30364 - Paralegal/Legal Assistant IV	36.70	
30390 - Photo-Optics Technician	25.34	
30461 - Technical Writer I	25.12	
30462 - Technical Writer II	29.25	
30463 - Technical Writer III	30.20	
30491 - Unexploded Ordnance (UXO) Technician I		23.64
30492 - Unexploded Ordnance (UXO) Technician II		28.60
30493 - Unexploded Ordnance (UXO) Technician III		34.28
30494 - Unexploded (UXO) Safety Escort		23.64
30495 - Unexploded (UXO) Sweep Personnel		23.64
30620 - Weather Observer, Combined Upper Air Or	(see 2)	23.15
Surface Programs		
30621 - Weather Observer, Senior	(see 2)	25.34
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	13.82	
31030 - Bus Driver	18.42	
31043 - Driver Courier	15.37	
31260 - Parking and Lot Attendant		8.74
31290 - Shuttle Bus Driver	16.42	
31310 - Taxi Driver	10.32	
31361 - Truckdriver, Light	16.42	
31362 - Truckdriver, Medium	19.05	
31363 - Truckdriver, Heavy	23.70	
31364 - Truckdriver, Tractor-Trailer	23.70	
99000 - Miscellaneous Occupations		
99030 - Cashier	10.67	
99050 - Desk Clerk	11.14	
99095 - Embalmer	24.57	
99251 - Laboratory Animal Caretaker I		11.54
99252 - Laboratory Animal Caretaker II		12.33
99310 - Mortician	33.31	
99410 - Pest Controller	14.95	
99510 - Photofinishing Worker	13.45	
99710 - Recycling Laborer	16.63	
99711 - Recycling Specialist	18.60	
99730 - Refuse Collector	15.22	

99810 - Sales Clerk	12.24
99820 - School Crossing Guard	10.99
99830 - Survey Party Chief	20.27
99831 - Surveying Aide	11.56
99832 - Surveying Technician	17.36
99840 - Vending Machine Attendant	13.42
99841 - Vending Machine Repairer	15.39
99842 - Vending Machine Repairer Helper	13.42

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 \$3.81 per hour computed on the basis of all hours worked by service employees employed on the contract.

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 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, dyeing, 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.

OCCUPATION NOTES:

Refuse Collector: The rate for the Refuse Collector occupation applies does not apply to Cuyahoga County. See Wage Determination 1966-0048 for the wage rates and fringe benefits for Cuyahoga County.

**** 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.