FINAL NNL15527797Q Attachment 4 Service Contract Act Wage Determination

05-2543

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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
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| Wage Determination No.: 2005-2543
Diane C. Koplewski Division of | Revision No.: 17
Director Wage Determinations| Date Of Revision: 12/22/2014
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Note: Executive Order (EO) 13658 establishes an hourly minimum wage of $10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least $10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans
Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry, Virginia Beach, Williamsburg, York

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Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.03
01012 - Accounting Clerk II		15.74
01013 - Accounting Clerk III		17.61
01020 - Administrative Assistant		22.28
01040 - Court Reporter		17.11
01051 - Data Entry Operator I		11.94
01052 - Data Entry Operator II		13.90
01060 - Dispatcher, Motor Vehicle		16.01
01070 - Document Preparation Clerk		13.21
01090 - Duplicating Machine Operator		13.21
01111 - General Clerk I		12.08

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01112 - General Clerk II	13.78
01113 - General Clerk III	15.47
01120 - Housing Referral Assistant	19.08
01141 - Messenger Courier	12.22
01191 - Order Clerk I	13.46
01192 - Order Clerk II	17.61
01261 - Personnel Assistant (Employment) I	16.22
01262 - Personnel Assistant (Employment) II	18.14
01263 - Personnel Assistant (Employment) III	20.23
01270 - Production Control Clerk	23.57
01280 - Receptionist	12.28
01290 - Rental Clerk	14.15
01300 - Scheduler, Maintenance	15.30
01311 - Secretary I	15.30
01312 - Secretary II	17.11
01313 - Secretary III	19.08
01320 - Service Order Dispatcher	15.37
01410 - Supply Technician	22.28
01420 - Survey Worker	13.82
01531 - Travel Clerk I	11.49
01532 - Travel Clerk II	12.26
01533 - Travel Clerk III	13.09
01611 - Word Processor I	13.38
01612 - Word Processor II	15.02
01613 - Word Processor III	16.80
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.47
05010 - Automotive Electrician	21.03
05040 - Automotive Glass Installer	20.09
05070 - Automotive Worker	20.09
05110 - Mobile Equipment Servicer	18.15
05130 - Motor Equipment Metal Mechanic	22.02
05160 - Motor Equipment Metal Worker	20.09
05190 - Motor Vehicle Mechanic	22.02
05220 - Motor Vehicle Mechanic Helper	17.13
05250 - Motor Vehicle Upholstery Worker	19.10
05280 - Motor Vehicle Wrecker	20.09
05310 - Painter, Automotive	21.03
05340 - Radiator Repair Specialist	19.10
05370 - Tire Repairer	13.37
05400 - Transmission Repair Specialist	22.02
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.48
07041 - Cook I	10.11
07042 - Cook II	11.21

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07070 - Dishwasher	8.12
07130 - Food Service Worker	9.74
07210 - Meat Cutter	15.33
07260 - Waiter/Waitress	8.80
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.23
09040 - Furniture Handler	14.67
09080 - Furniture Refinisher	17.63
09090 - Furniture Refinisher Helper	14.36
09110 - Furniture Repairer, Minor	16.02
09130 - Upholsterer	18.34
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.41
11060 - Elevator Operator	11.41
11090 - Gardener	13.67
11122 - Housekeeping Aide	11.92
11150 - Janitor	11.92
11210 - Laborer, Grounds Maintenance	11.41
11240 - Maid or Houseman	8.93
11260 - Pruner	11.63
11270 - Tractor Operator	12.88
11330 - Trail Maintenance Worker	11.41
11360 - Window Cleaner	12.64
12000 - Health Occupations	
12010 - Ambulance Driver	16.84
12011 - Breath Alcohol Technician	16.09
12012 - Certified Occupational Therapist Assistant	24.34
12015 - Certified Physical Therapist Assistant	24.89
12020 - Dental Assistant	15.56
12025 - Dental Hygienist	33.25
12030 - EKG Technician	23.73
12035 - Electroneurodiagnostic Technologist	23.73
12040 - Emergency Medical Technician	16.84
12071 - Licensed Practical Nurse I	14.39
12072 - Licensed Practical Nurse II	16.09
12073 - Licensed Practical Nurse III	17.95
12100 - Medical Assistant	13.48
12130 - Medical Laboratory Technician	17.16
12160 - Medical Record Clerk	13.96
12190 - Medical Record Technician	15.61
12195 - Medical Transcriptionist	14.13
12210 - Nuclear Medicine Technologist	30.53
12221 - Nursing Assistant I	9.46
12222 - Nursing Assistant II	10.27
12223 - Nursing Assistant III	11.21

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12224 - Nursing Assistant IV		12.58
12235 - Optical Dispenser		18.17
12236 - Optical Technician		15.08
12250 - Pharmacy Technician		17.33
12280 - Phlebotomist		12.58
12305 - Radiologic Technologist		25.40
12311 - Registered Nurse I		24.37
12312 - Registered Nurse II		29.81
12313 - Registered Nurse II, Specialist		29.81
12314 - Registered Nurse III		36.07
12315 - Registered Nurse III, Anesthetist		36.07
12316 - Registered Nurse IV		43.23
12317 - Scheduler (Drug and Alcohol Testing)		19.54
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		20.46
13012 - Exhibits Specialist II		25.36
13013 - Exhibits Specialist III		29.19
13041 - Illustrator I		20.00
13042 - Illustrator II		24.56
13043 - Illustrator III		29.80
13047 - Librarian		32.67
13050 - Library Aide/Clerk		10.41
13054 - Library Information Technology Systems Administrator		23.82
13058 - Library Technician		16.78
13061 - Media Specialist I		16.68
13062 - Media Specialist II		18.66
13063 - Media Specialist III		20.80
13071 - Photographer I		13.93
13072 - Photographer II		18.46
13073 - Photographer III		22.43
13074 - Photographer IV		24.90
13075 - Photographer V		30.14
13110 - Video Teleconference Technician		15.93
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.56
14042 - Computer Operator II		17.40
14043 - Computer Operator III		19.41
14044 - Computer Operator IV		21.57
14045 - Computer Operator V		23.88
14071 - Computer Programmer I	(see 1)	20.07
14072 - Computer Programmer II	(see 1)	24.57
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	

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14102 - Computer Systems Analyst II (see 1)
14103 - Computer Systems Analyst III (see 1)
14150 - Peripheral Equipment Operator 15.56
14160 - Personal Computer Support Technician 21.57
15000 - Instructional Occupations
15010 - Aircrew Training Devices Instructor (Non-Rated) 33.24
15020 - Aircrew Training Devices Instructor (Rated) 40.21
15030 - Air Crew Training Devices Instructor (Pilot) 48.04
15050 - Computer Based Training Specialist / Instructor 32.44
15060 - Educational Technologist 29.72
15070 - Flight Instructor (Pilot) 48.04
15080 - Graphic Artist 24.28
15090 - Technical Instructor 20.94
15095 - Technical Instructor/Course Developer 25.61
15110 - Test Proctor 17.61
15120 - Tutor 17.61
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
16010 - Assembler 8.54
16030 - Counter Attendant 8.54
16040 - Dry Cleaner 10.70
16070 - Finisher, Flatwork, Machine 8.54
16090 - Presser, Hand 8.54
16110 - Presser, Machine, Drycleaning 8.54
16130 - Presser, Machine, Shirts 8.54
16160 - Presser, Machine, Wearing Apparel, Laundry 8.54
16190 - Sewing Machine Operator 11.44
16220 - Tailor 12.22
16250 - Washer, Machine 9.27
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room) 23.51
19040 - Tool And Die Maker 24.69
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator 15.55
21030 - Material Coordinator 23.57
21040 - Material Expediter 23.57
21050 - Material Handling Laborer 11.27
21071 - Order Filler 11.49
21080 - Production Line Worker (Food Processing) 15.55
21110 - Shipping Packer 13.83
21130 - Shipping/Receiving Clerk 13.83
21140 - Store Worker I 12.41
21150 - Stock Clerk 15.52
21210 - Tools And Parts Attendant 15.55
21410 - Warehouse Specialist 15.55
23000 - Mechanics And Maintenance And Repair Occupations

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23010 - Aerospace Structural Welder	23.29
23021 - Aircraft Mechanic I	22.18
23022 - Aircraft Mechanic II	23.29
23023 - Aircraft Mechanic III	24.37
23040 - Aircraft Mechanic Helper	16.35
23050 - Aircraft, Painter	20.20
23060 - Aircraft Servicer	18.22
23080 - Aircraft Worker	19.17
23110 - Appliance Mechanic	19.24
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	23.93
23130 - Carpenter, Maintenance	19.24
23140 - Carpet Layer	18.79
23160 - Electrician, Maintenance	21.90
23181 - Electronics Technician Maintenance I	22.38
23182 - Electronics Technician Maintenance II	23.53
23183 - Electronics Technician Maintenance III	24.70
23260 - Fabric Worker	17.81
23290 - Fire Alarm System Mechanic	20.20
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	20.48
23312 - Fuel Distribution System Operator	16.73
23370 - General Maintenance Worker	18.30
23380 - Ground Support Equipment Mechanic	22.18
23381 - Ground Support Equipment Servicer	18.22
23382 - Ground Support Equipment Worker	19.17
23391 - Gunsmith I	16.50
23392 - Gunsmith II	18.33
23393 - Gunsmith III	20.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.20
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.31
23430 - Heavy Equipment Mechanic	20.03
23440 - Heavy Equipment Operator	20.20
23460 - Instrument Mechanic	19.24
23465 - Laboratory/Shelter Mechanic	11.27
23470 - Laborer	11.27
23510 - Locksmith	19.31
23530 - Machinery Maintenance Mechanic	20.28
23550 - Machinist, Maintenance	19.32
23580 - Maintenance Trades Helper	16.29
23591 - Metrology Technician I	21.03
23592 - Metrology Technician II	22.04
23593 - Metrology Technician III	22.96

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23640 - Millwright 25.71
23710 - Office Appliance Repairer 19.24
23760 - Painter, Maintenance 19.24
23790 - Pipefitter, Maintenance 20.23
23810 - Plumber, Maintenance 19.31
23820 - Pneudraulic Systems Mechanic 20.20
23850 - Rigger 20.52
23870 - Scale Mechanic 18.30
23890 - Sheet-Metal Worker, Maintenance 20.20
23910 - Small Engine Mechanic 19.24
23931 - Telecommunications Mechanic I 23.97
23932 - Telecommunications Mechanic II 25.18
23950 - Telephone Lineman 22.88
23960 - Welder, Combination, Maintenance 19.47
23965 - Well Driller 19.93
23970 - Woodcraft Worker 20.20
23980 - Woodworker 16.50
24000 - Personal Needs Occupations
24570 - Child Care Attendant 9.58
24580 - Child Care Center Clerk 13.48
24610 - Chore Aide 7.66
24620 - Family Readiness And Support Services Coordinator 13.31
24630 - Homemaker 14.24
25000 - Plant And System Operations Occupations
25010 - Boiler Tender 20.80
25040 - Sewage Plant Operator 20.01
25070 - Stationary Engineer 20.80
25190 - Ventilation Equipment Tender 15.80
25210 - Water Treatment Plant Operator 20.01
27000 - Protective Service Occupations
27004 - Alarm Monitor 16.96
27007 - Baggage Inspector 12.01
27008 - Corrections Officer 18.71
27010 - Court Security Officer 20.29
27030 - Detection Dog Handler 15.31
27040 - Detention Officer 18.71
27070 - Firefighter 19.65
27101 - Guard I 12.01
27102 - Guard II 15.31
27131 - Police Officer I 22.07
27132 - Police Officer II 24.52
28000 - Recreation Occupations
28041 - Carnival Equipment Operator 10.47
28042 - Carnival Equipment Repairer 10.99

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28043 - Carnival Equpment Worker 8.21
28210 - Gate Attendant/Gate Tender 14.30
28310 - Lifeguard 12.22
28350 - Park Attendant (Aide) 15.60
28510 - Recreation Aide/Health Facility Attendant 11.68
28515 - Recreation Specialist 19.83
28630 - Sports Official 12.75
28690 - Swimming Pool Operator 15.63
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer 20.73
29020 - Hatch Tender 20.73
29030 - Line Handler 20.73
29041 - Stevedore I 19.71
29042 - Stevedore II 21.80
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 18.28
30022 - Archeological Technician II 19.03
30023 - Archeological Technician III 25.14
30030 - Cartographic Technician 26.68
30040 - Civil Engineering Technician 25.15
30061 - Drafter/CAD Operator I 18.85
30062 - Drafter/CAD Operator II 21.09
30063 - Drafter/CAD Operator III 23.52
30064 - Drafter/CAD Operator IV 28.93
30081 - Engineering Technician I 17.82
30082 - Engineering Technician II 19.79
30083 - Engineering Technician III 22.59
30084 - Engineering Technician IV 27.42
30085 - Engineering Technician V 33.54
30086 - Engineering Technician VI 40.58
30090 - Environmental Technician 21.87
30210 - Laboratory Technician 20.41
30240 - Mathematical Technician 26.68
30361 - Paralegal/Legal Assistant I 16.04
30362 - Paralegal/Legal Assistant II 19.88
30363 - Paralegal/Legal Assistant III 24.32
30364 - Paralegal/Legal Assistant IV 29.42
30390 - Photo-Optics Technician 26.68
30461 - Technical Writer I 23.10
30462 - Technical Writer II 28.24
30463 - Technical Writer III 34.17
30491 - Unexploded Ordnance (UXO) Technician I 22.74

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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) 23.52
30621 - Weather Observer, Senior (see 2) 25.48
31000 - Transportation/Mobile Equipment Operation Occupations
31020 - Bus Aide 11.61
31030 - Bus Driver 14.66
31043 - Driver Courier 13.40
31260 - Parking and Lot Attendant 9.25
31290 - Shuttle Bus Driver 14.22
31310 - Taxi Driver 11.32
31361 - Truckdriver, Light 14.22
31362 - Truckdriver, Medium 15.59
31363 - Truckdriver, Heavy 17.75
31364 - Truckdriver, Tractor-Trailer 17.75
99000 - Miscellaneous Occupations
99030 - Cashier 8.95
99050 - Desk Clerk 9.12
99095 - Embalmer 23.61
99251 - Laboratory Animal Caretaker I 9.86
99252 - Laboratory Animal Caretaker II 10.47
99310 - Mortician 30.76
99410 - Pest Controller 15.66
99510 - Photofinishing Worker 11.61
99710 - Recycling Laborer 16.46
99711 - Recycling Specialist 18.57
99730 - Refuse Collector 15.17
99810 - Sales Clerk 11.04
99820 - School Crossing Guard 11.64
99830 - Survey Party Chief 18.10
99831 - Surveying Aide 11.30
99832 - Surveying Technician 16.46
99840 - Vending Machine Attendant 12.92
99841 - Vending Machine Repairer 15.13
99842 - Vending Machine Repairer Helper 12.92

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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HEALTH & WELFARE: $4.02 per hour or $160.80 per week or $696.79 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;

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(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

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

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

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

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by

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

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

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

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

Conformance Process:

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

should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

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

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