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REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
Diane C. Koplewski Division of Director Wage Determinations	Wage Determination No.: 2005-2044 Revision No.: 18 Date Of Revision: 12/22/2014

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.

State: California
Area: California County of Kern

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.60
01012 - Accounting Clerk II		16.38
01013 - Accounting Clerk III		18.50
01020 - Administrative Assistant		21.14
01040 - Court Reporter		24.94
01051 - Data Entry Operator I		12.78
01052 - Data Entry Operator II		14.48
01060 - Dispatcher, Motor Vehicle		17.44
01070 - Document Preparation Clerk		14.35
01090 - Duplicating Machine Operator		14.35
01111 - General Clerk I		13.04
01112 - General Clerk II		14.83
01113 - General Clerk III		16.65
01120 - Housing Referral Assistant		20.00
01141 - Messenger Courier		11.54
01191 - Order Clerk I		13.24
01192 - Order Clerk II		14.45
01261 - Personnel Assistant (Employment) I		14.90
01262 - Personnel Assistant (Employment) II		17.56

01263 - Personnel Assistant (Employment) III	18.77
01270 - Production Control Clerk	23.14
01280 - Receptionist	11.49
01290 - Rental Clerk	12.72
01300 - Scheduler, Maintenance	16.03
01311 - Secretary I	16.03
01312 - Secretary II	17.93
01313 - Secretary III	20.00
01320 - Service Order Dispatcher	16.53
01410 - Supply Technician	22.22
01420 - Survey Worker	16.34
01531 - Travel Clerk I	12.88
01532 - Travel Clerk II	13.57
01533 - Travel Clerk III	14.67
01611 - Word Processor I	14.72
01612 - Word Processor II	16.51
01613 - Word Processor III	18.47
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.07
05010 - Automotive Electrician	18.24
05040 - Automotive Glass Installer	17.52
05070 - Automotive Worker	17.52
05110 - Mobile Equipment Servicer	15.83
05130 - Motor Equipment Metal Mechanic	18.99
05160 - Motor Equipment Metal Worker	17.52
05190 - Motor Vehicle Mechanic	18.99
05220 - Motor Vehicle Mechanic Helper	14.66
05250 - Motor Vehicle Upholstery Worker	17.00
05280 - Motor Vehicle Wrecker	17.52
05310 - Painter, Automotive	18.23
05340 - Radiator Repair Specialist	17.52
05370 - Tire Repairer	13.87
05400 - Transmission Repair Specialist	18.99
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.06
07041 - Cook I	13.37
07042 - Cook II	15.20
07070 - Dishwasher	9.15
07130 - Food Service Worker	9.32
07210 - Meat Cutter	14.15
07260 - Waiter/Waitress	9.16
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.54
09040 - Furniture Handler	12.87
09080 - Furniture Refinisher	16.54
09090 - Furniture Refinisher Helper	13.30
09110 - Furniture Repairer, Minor	15.21

09130 - Upholsterer	16.54
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.66
11060 - Elevator Operator	11.66
11090 - Gardener	13.56
11122 - Housekeeping Aide	12.40
11150 - Janitor	12.40
11210 - Laborer, Grounds Maintenance	13.00
11240 - Maid or Houseman	8.98
11260 - Pruner	11.87
11270 - Tractor Operator	15.42
11330 - Trail Maintenance Worker	13.00
11360 - Window Cleaner	13.12
12000 - Health Occupations	
12010 - Ambulance Driver	18.87
12011 - Breath Alcohol Technician	18.48
12012 - Certified Occupational Therapist Assistant	25.35
12015 - Certified Physical Therapist Assistant	25.67
12020 - Dental Assistant	16.35
12025 - Dental Hygienist	41.60
12030 - EKG Technician	26.51
12035 - Electroneurodiagnostic Technologist	26.51
12040 - Emergency Medical Technician	18.87
12071 - Licensed Practical Nurse I	16.52
12072 - Licensed Practical Nurse II	18.48
12073 - Licensed Practical Nurse III	20.61
12100 - Medical Assistant	14.04
12130 - Medical Laboratory Technician	15.51
12160 - Medical Record Clerk	13.50
12190 - Medical Record Technician	15.10
12195 - Medical Transcriptionist	17.27
12210 - Nuclear Medicine Technologist	40.62
12221 - Nursing Assistant I	10.26
12222 - Nursing Assistant II	11.54
12223 - Nursing Assistant III	12.58
12224 - Nursing Assistant IV	14.12
12235 - Optical Dispenser	14.73
12236 - Optical Technician	16.52
12250 - Pharmacy Technician	16.87
12280 - Phlebotomist	16.50
12305 - Radiologic Technologist	26.48
12311 - Registered Nurse I	24.30
12312 - Registered Nurse II	29.72
12313 - Registered Nurse II, Specialist	29.72
12314 - Registered Nurse III	35.96
12315 - Registered Nurse III, Anesthetist	35.96
12316 - Registered Nurse IV	43.10

12317 - Scheduler (Drug and Alcohol Testing)	22.89
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.13
13012 - Exhibits Specialist II	24.95
13013 - Exhibits Specialist III	30.52
13041 - Illustrator I	20.13
13042 - Illustrator II	24.95
13043 - Illustrator III	30.52
13047 - Librarian	27.62
13050 - Library Aide/Clerk	15.10
13054 - Library Information Technology Systems Administrator	24.95
13058 - Library Technician	19.47
13061 - Media Specialist I	18.00
13062 - Media Specialist II	20.13
13063 - Media Specialist III	22.45
13071 - Photographer I	18.00
13072 - Photographer II	20.14
13073 - Photographer III	24.95
13074 - Photographer IV	30.52
13075 - Photographer V	36.92
13110 - Video Teleconference Technician	18.00
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.85
14042 - Computer Operator II	20.61
14043 - Computer Operator III	22.98
14044 - Computer Operator IV	25.55
14045 - Computer Operator V	28.28
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
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	17.85
14160 - Personal Computer Support Technician	25.55
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	30.78
15020 - Aircrew Training Devices Instructor (Rated)	37.24
15030 - Air Crew Training Devices Instructor (Pilot)	44.48
15050 - Computer Based Training Specialist / Instructor	28.99
15060 - Educational Technologist	27.08
15070 - Flight Instructor (Pilot)	44.48
15080 - Graphic Artist	20.98
15090 - Technical Instructor	19.96
15095 - Technical Instructor/Course Developer	24.27

15110 - Test Proctor	17.86
15120 - Tutor	17.86
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.62
16030 - Counter Attendant	9.62
16040 - Dry Cleaner	11.95
16070 - Finisher, Flatwork, Machine	9.62
16090 - Presser, Hand	9.62
16110 - Presser, Machine, Drycleaning	9.62
16130 - Presser, Machine, Shirts	9.62
16160 - Presser, Machine, Wearing Apparel, Laundry	9.62
16190 - Sewing Machine Operator	12.25
16220 - Tailor	12.91
16250 - Washer, Machine	10.28
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	23.66
19040 - Tool And Die Maker	28.13
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.04
21030 - Material Coordinator	23.14
21040 - Material Expediter	23.14
21050 - Material Handling Laborer	11.54
21071 - Order Filler	12.17
21080 - Production Line Worker (Food Processing)	13.04
21110 - Shipping Packer	13.93
21130 - Shipping/Receiving Clerk	13.93
21140 - Store Worker I	11.22
21150 - Stock Clerk	14.72
21210 - Tools And Parts Attendant	13.04
21410 - Warehouse Specialist	13.04
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	28.23
23021 - Aircraft Mechanic I	26.79
23022 - Aircraft Mechanic II	28.23
23023 - Aircraft Mechanic III	29.66
23040 - Aircraft Mechanic Helper	21.12
23050 - Aircraft, Painter	22.31
23060 - Aircraft Servicer	24.18
23080 - Aircraft Worker	25.24
23110 - Appliance Mechanic	22.62
23120 - Bicycle Repairer	15.26
23125 - Cable Splicer	31.37
23130 - Carpenter, Maintenance	22.86
23140 - Carpet Layer	17.92
23160 - Electrician, Maintenance	26.52
23181 - Electronics Technician Maintenance I	26.31
23182 - Electronics Technician Maintenance II	27.90

23183 - Electronics Technician Maintenance III	29.47
23260 - Fabric Worker	20.33
23290 - Fire Alarm System Mechanic	23.03
23310 - Fire Extinguisher Repairer	19.01
23311 - Fuel Distribution System Mechanic	`26.97
23312 - Fuel Distribution System Operator	22.23
23370 - General Maintenance Worker	18.26
23380 - Ground Support Equipment Mechanic	26.79
23381 - Ground Support Equipment Servicer	24.18
23382 - Ground Support Equipment Worker	25.24
23391 - Gunsmith I	19.01
23392 - Gunsmith II	21.62
23393 - Gunsmith III	24.22
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.88
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	23.06
23430 - Heavy Equipment Mechanic	21.73
23440 - Heavy Equipment Operator	24.53
23460 - Instrument Mechanic	28.25
23465 - Laboratory/Shelter Mechanic	22.93
23470 - Laborer	11.54
23510 - Locksmith	21.52
23530 - Machinery Maintenance Mechanic	22.52
23550 - Machinist, Maintenance	20.44
23580 - Maintenance Trades Helper	13.36
23591 - Metrology Technician I	28.25
23592 - Metrology Technician II	29.74
23593 - Metrology Technician III	31.26
23640 - Millwright	24.89
23710 - Office Appliance Repairer	21.82
23760 - Painter, Maintenance	20.87
23790 - Pipefitter, Maintenance	23.43
23810 - Plumber, Maintenance	22.50
23820 - Pneudraulic Systems Mechanic	24.22
23850 - Rigger	24.22
23870 - Scale Mechanic	21.71
23890 - Sheet-Metal Worker, Maintenance	22.68
23910 - Small Engine Mechanic	20.48
23931 - Telecommunications Mechanic I	24.61
23932 - Telecommunications Mechanic II	25.94
23950 - Telephone Lineman	22.97
23960 - Welder, Combination, Maintenance	23.78
23965 - Well Driller	24.22
23970 - Woodcraft Worker	24.22
23980 - Woodworker	19.01

24000 - Personal Needs Occupations

24570 - Child Care Attendant	10.79
24580 - Child Care Center Clerk	11.17
24610 - Chore Aide	13.07
24620 - Family Readiness And Support Services Coordinator	13.80
24630 - Homemaker	17.39
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.17
25040 - Sewage Plant Operator	21.07
25070 - Stationary Engineer	29.17
25190 - Ventilation Equipment Tender	19.27
25210 - Water Treatment Plant Operator	21.07
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.33
27007 - Baggage Inspector	11.00
27008 - Corrections Officer	31.29
27010 - Court Security Officer	29.33
27030 - Detection Dog Handler	12.30
27040 - Detention Officer	31.29
27070 - Firefighter	29.06
27101 - Guard I	11.00
27102 - Guard II	12.30
27131 - Police Officer I	31.37
27132 - Police Officer II	34.86
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.01
28042 - Carnival Equipment Repairer	15.10
28043 - Carnival Equpment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.62
28310 - Lifeguard	11.95
28350 - Park Attendant (Aide)	15.23
28510 - Recreation Aide/Health Facility Attendant	11.10
28515 - Recreation Specialist	16.40
28630 - Sports Official	12.14
28690 - Swimming Pool Operator	18.62
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.75
29020 - Hatch Tender	25.75
29030 - Line Handler	25.75
29041 - Stevedore I	21.85
29042 - Stevedore II	27.31
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.78
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.67
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	19.91
30022 - Archeological Technician II	23.13

30023 - Archeological Technician III		27.27
30030 - Cartographic Technician		30.50
30040 - Civil Engineering Technician		28.72
30061 - Drafter/CAD Operator I		19.91
30062 - Drafter/CAD Operator II		26.44
30063 - Drafter/CAD Operator III		26.80
30064 - Drafter/CAD Operator IV		32.98
30081 - Engineering Technician I		17.68
30082 - Engineering Technician II		20.62
30083 - Engineering Technician III		23.07
30084 - Engineering Technician IV		28.59
30085 - Engineering Technician V		34.97
30086 - Engineering Technician VI		42.20
30090 - Environmental Technician		24.34
30210 - Laboratory Technician		24.11
30240 - Mathematical Technician		27.58
30361 - Paralegal/Legal Assistant I		20.79
30362 - Paralegal/Legal Assistant II		25.77
30363 - Paralegal/Legal Assistant III		31.52
30364 - Paralegal/Legal Assistant IV		38.14
30390 - Photo-Optics Technician		27.58
30461 - Technical Writer I		29.04
30462 - Technical Writer II		35.52
30463 - Technical Writer III		42.97
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 3)	26.80
30621 - Weather Observer, Senior	(see 3)	27.27
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.36
31030 - Bus Driver		16.67
31043 - Driver Courier		13.85
31260 - Parking and Lot Attendant		10.80
31290 - Shuttle Bus Driver		14.87
31310 - Taxi Driver		10.82
31361 - Truckdriver, Light		14.87
31362 - Truckdriver, Medium		17.64
31363 - Truckdriver, Heavy		18.76
31364 - Truckdriver, Tractor-Trailer		18.76
99000 - Miscellaneous Occupations		
99030 - Cashier		10.75
99050 - Desk Clerk		8.95
99095 - Embalmer		23.59

99251 - Laboratory Animal Caretaker I	9.26
99252 - Laboratory Animal Caretaker II	9.94
99310 - Mortician	23.59
99410 - Pest Controller	13.90
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	19.26
99711 - Recycling Specialist	22.54
99730 - Refuse Collector	17.57
99810 - Sales Clerk	11.95
99820 - School Crossing Guard	10.81
99830 - Survey Party Chief	28.28
99831 - Surveying Aide	18.77
99832 - Surveying Technician	25.72
99840 - Vending Machine Attendant	14.66
99841 - Vending Machine Repairer	18.36
99842 - Vending Machine Repairer Helper	15.79

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 $4.02 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) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) 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.