

05-2205-WDR as of 6.25.2010-Warren County, IA
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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

Shirley F. Ebbesen Division of
 Director Wage Determinations

Wage Determination No.: 2005-2205
 Revision No.: 11
 Date Of Revision: 06/25/2010

State: Iowa

Area: Iowa Counties of Adair, Appanoose, Audubon, Boone, Calhoun, Carroll, Cerro Gordo, Clarke, Dallas, Davis, Decatur, Emmet, Franklin, Greene, Guthrie, Hamilton, Hancock, Hardin, Humboldt, Jasper, Kossuth, Lucas, Madison, Mahaska, Marion, Marshall, Monroe, Palo Alto, Pocahontas, Polk, Poweshiek, Ringgold, Story, Taylor, Union, Wapello, Warren, Wayne, Webster, Winnebago, Worth, Wright

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.67
01012 - Accounting Clerk II		14.21
01013 - Accounting Clerk III		15.90
01020 - Administrative Assistant		22.14
01040 - Court Reporter		16.25
01051 - Data Entry Operator I		12.10
01052 - Data Entry Operator II		13.20
01060 - Dispatcher, Motor Vehicle		18.58
01070 - Document Preparation Clerk		13.79
01090 - Duplicating Machine Operator		13.79
01111 - General Clerk I		12.53
01112 - General Clerk II		13.68
01113 - General Clerk III		15.35
01120 - Housing Referral Assistant		18.58
01141 - Messenger Courier		11.61
01191 - Order Clerk I		15.21
01192 - Order Clerk II		18.54
01261 - Personnel Assistant (Employment) I		15.06
01262 - Personnel Assistant (Employment) II		16.85
01263 - Personnel Assistant (Employment) III		21.01
01270 - Production Control Clerk		19.65
01280 - Receptionist		12.00
01290 - Rental Clerk		12.28
01300 - Scheduler, Maintenance		14.53
01311 - Secretary I		14.53
01312 - Secretary II		16.25
01313 - Secretary III		18.43
01320 - Service Order Dispatcher		16.60
01410 - Supply Technician		22.14
01420 - Survey Worker		16.09
01531 - Travel Clerk I		12.17
01532 - Travel Clerk II		12.94
01533 - Travel Clerk III		13.73
01611 - Word Processor I		13.30
01612 - Word Processor II		14.93
01613 - Word Processor III		16.70
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		20.28
05010 - Automotive Electrician		20.43

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05040	- Automotive Glass Installer	19.68
05070	- Automotive Worker	19.68
05110	- Mobile Equipment Servicer	18.10
05130	- Motor Equipment Metal Mechanic	21.62
05160	- Motor Equipment Metal worker	19.68
05190	- Motor Vehicle Mechanic	19.87
05220	- Motor Vehicle Mechanic Helper	17.33
05250	- Motor Vehicle Upholstery Worker	18.88
05280	- Motor Vehicle wrecker	19.68
05310	- Painter, Automotive	20.02
05340	- Radiator Repair Specialist	19.68
05370	- Tire Repairer	13.35
05400	- Transmission Repair Specialist	21.62
07000	- Food Preparation And Service Occupations	
07010	- Baker	12.11
07041	- Cook I	11.57
07042	- Cook II	13.25
07070	- Dishwasher	8.49
07130	- Food Service Worker	9.05
07210	- Meat Cutter	12.99
07260	- Waiter/waitress	9.10
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	17.13
09040	- Furniture Handler	14.77
09080	- Furniture Refinisher	17.13
09090	- Furniture Refinisher Helper	14.53
09110	- Furniture Repairer, Minor	15.83
09130	- Upholsterer	15.90
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	12.86
11060	- Elevator Operator	10.87
11090	- Gardener	14.73
11122	- Housekeeping Aide	10.87
11150	- Janitor	10.87
11210	- Laborer, Grounds Maintenance	12.27
11240	- Maid or Houseman	9.66
11260	- Pruner	11.19
11270	- Tractor Operator	14.01
11330	- Trail Maintenance worker	13.08
11360	- Window Cleaner	11.94
12000	- Health Occupations	
12010	- Ambulance Driver	16.11
12011	- Breath Alcohol Technician	16.44
12012	- Certified Occupational Therapist Assistant	21.71
12015	- Certified Physical Therapist Assistant	20.56
12020	- Dental Assistant	16.95
12025	- Dental Hygienist	31.76
12030	- EKG Technician	22.64
12035	- Electroneurodiagnostic Technologist	22.64
12040	- Emergency Medical Technician	16.11
12071	- Licensed Practical Nurse I	14.40
12072	- Licensed Practical Nurse II	16.10
12073	- Licensed Practical Nurse III	17.96
12100	- Medical Assistant	15.08
12130	- Medical Laboratory Technician	18.33
12160	- Medical Record Clerk	13.71
12190	- Medical Record Technician	15.32
12195	- Medical Transcriptionist	14.60
12210	- Nuclear Medicine Technologist	30.80
12221	- Nursing Assistant I	9.78
12222	- Nursing Assistant II	11.00
12223	- Nursing Assistant III	12.00
12224	- Nursing Assistant IV	13.47

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12235 - Optical Dispenser	16.10
12236 - Optical Technician	13.93
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	14.70
12305 - Radiologic Technologist	22.29
12311 - Registered Nurse I	21.43
12312 - Registered Nurse II	26.21
12313 - Registered Nurse II, Specialist	26.21
12314 - Registered Nurse III	31.71
12315 - Registered Nurse III, Anesthetist	31.71
12316 - Registered Nurse IV	38.02
12317 - Scheduler (Drug and Alcohol Testing)	19.66
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.57
13012 - Exhibits Specialist II	21.77
13013 - Exhibits Specialist III	26.63
13041 - Illustrator I	17.57
13042 - Illustrator II	21.77
13043 - Illustrator III	26.63
13047 - Librarian	24.10
13050 - Library Aide/Clerk	11.11
13054 - Library Information Technology Systems Administrator	21.77
13058 - Library Technician	12.56
13061 - Media Specialist I	14.39
13062 - Media Specialist II	16.12
13063 - Media Specialist III	18.05
13071 - Photographer I	15.38
13072 - Photographer II	17.57
13073 - Photographer III	21.76
13074 - Photographer IV	26.74
13075 - Photographer V	32.21
13110 - Video Teleconference Technician	18.44
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.71
14042 - Computer Operator II	16.46
14043 - Computer Operator III	18.36
14044 - Computer Operator IV	20.40
14045 - Computer Operator V	22.58
14071 - Computer Programmer I	22.64
14072 - Computer Programmer II	25.41
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	14.71
14160 - Personal Computer Support Technician	22.33
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.72
15020 - Aircrew Training Devices Instructor (Rated)	34.74
15030 - Air Crew Training Devices Instructor (Pilot)	41.63
15050 - Computer Based Training Specialist / Instructor	28.72
15060 - Educational Technologist	30.99
15070 - Flight Instructor (Pilot)	41.63
15080 - Graphic Artist	22.58
15090 - Technical Instructor	19.97
15095 - Technical Instructor/Course Developer	24.42
15110 - Test Proctor	16.12
15120 - Tutor	16.12
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.03
16030 - Counter Attendant	9.03

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16040 - Dry Cleaner	10.82
16070 - Finisher, Flatwork, Machine	9.03
16090 - Presser, Hand	9.03
16110 - Presser, Machine, Drycleaning	9.03
16130 - Presser, Machine, Shirts	9.03
16160 - Presser, Machine, Wearing Apparel, Laundry	9.03
16190 - Sewing Machine Operator	11.44
16220 - Tailor	12.11
16250 - Washer, Machine	9.68
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.61
19040 - Tool And Die Maker	21.54
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.29
21030 - Material Coordinator	19.65
21040 - Material Expediter	19.65
21050 - Material Handling Laborer	11.70
21071 - Order Filler	12.56
21080 - Production Line Worker (Food Processing)	14.29
21110 - Shipping Packer	15.83
21130 - Shipping/Receiving Clerk	15.83
21140 - Store Worker I	11.66
21150 - Stock Clerk	15.46
21210 - Tools And Parts Attendant	14.29
21410 - Warehouse Specialist	14.29
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.77
23021 - Aircraft Mechanic I	25.32
23022 - Aircraft Mechanic II	26.77
23023 - Aircraft Mechanic III	28.21
23040 - Aircraft Mechanic Helper	19.20
23050 - Aircraft, Painter	23.15
23060 - Aircraft Servicer	20.92
23080 - Aircraft Worker	21.81
23110 - Appliance Mechanic	21.67
23120 - Bicycle Repairer	13.32
23125 - Cable Splicer	22.76
23130 - Carpenter, Maintenance	18.98
23140 - Carpet Layer	18.48
23160 - Electrician, Maintenance	23.63
23181 - Electronics Technician Maintenance I	24.42
23182 - Electronics Technician Maintenance II	26.02
23183 - Electronics Technician Maintenance III	27.60
23260 - Fabric Worker	17.30
23290 - Fire Alarm System Mechanic	20.16
23310 - Fire Extinguisher Repairer	16.13
23311 - Fuel Distribution System Mechanic	23.91
23312 - Fuel Distribution System Operator	18.94
23370 - General Maintenance Worker	16.44
23380 - Ground Support Equipment Mechanic	25.32
23381 - Ground Support Equipment Servicer	20.92
23382 - Ground Support Equipment Worker	21.81
23391 - Gunsmith I	16.13
23392 - Gunsmith II	18.48
23393 - Gunsmith III	20.89
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.22
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.16
23430 - Heavy Equipment Mechanic	21.40
23440 - Heavy Equipment Operator	22.46
23460 - Instrument Mechanic	20.89
23465 - Laboratory/Shelter Mechanic	19.69

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23470 - Laborer	11.70
23510 - Locksmith	18.54
23530 - Machinery Maintenance Mechanic	19.77
23550 - Machinist, Maintenance	18.83
23580 - Maintenance Trades Helper	14.86
23591 - Metrology Technician I	20.89
23592 - Metrology Technician II	22.09
23593 - Metrology Technician III	23.26
23640 - Millwright	20.89
23710 - Office Appliance Repairer	18.51
23760 - Painter, Maintenance	18.51
23790 - Pipefitter, Maintenance	23.55
23810 - Plumber, Maintenance	22.20
23820 - Pneudraulic Systems Mechanic	20.89
23850 - Rigger	20.89
23870 - Scale Mechanic	18.48
23890 - Sheet-Metal Worker, Maintenance	22.02
23910 - Small Engine Mechanic	16.48
23931 - Telecommunications Mechanic I	23.13
23932 - Telecommunications Mechanic II	24.46
23950 - Telephone Lineman	19.64
23960 - Welder, Combination, Maintenance	19.58
23965 - well Driller	21.33
23970 - Woodcraft Worker	20.89
23980 - Woodworker	16.13
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.51
24580 - Child Care Center Clerk	13.10
24610 - Chore Aide	12.44
24620 - Family Readiness And Support Services Coordinator	14.20
24630 - Homemaker	17.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.08
25040 - Sewage Plant Operator	20.55
25070 - Stationary Engineer	22.08
25190 - Ventilation Equipment Tender	15.94
25210 - Water Treatment Plant Operator	20.55
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.77
27007 - Baggage Inspector	13.55
27008 - Corrections Officer	22.35
27010 - Court Security Officer	20.95
27030 - Detection Dog Handler	18.66
27040 - Detention Officer	22.35
27070 - Firefighter	19.70
27101 - Guard I	13.55
27102 - Guard II	18.66
27131 - Police Officer I	23.98
27132 - Police Officer II	26.63
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.75
28042 - Carnival Equipment Repairer	11.32
28043 - Carnival Equipment Worker	9.19
28210 - Gate Attendant/Gate Tender	12.94
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.48
28510 - Recreation Aide/Health Facility Attendant	10.57
28515 - Recreation Specialist	17.62
28630 - Sports Official	11.53
28690 - Swimming Pool Operator	15.77
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.21

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29020	- Hatch Tender	22.21
29030	- Line Handler	22.21
29041	- Stevedore I	21.05
29042	- Stevedore II	23.26
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO)	35.77
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012	- Air Traffic Control Specialist, Terminal (HFO)	27.16
30021	- Archeological Technician I (see 2)	16.46
30022	- Archeological Technician II	18.42
30023	- Archeological Technician III	22.80
30030	- Cartographic Technician	22.80
30040	- Civil Engineering Technician	22.57
30061	- Drafter/CAD Operator I	16.29
30062	- Drafter/CAD Operator II	18.42
30063	- Drafter/CAD Operator III	20.32
30064	- Drafter/CAD Operator IV	25.00
30081	- Engineering Technician I	15.76
30082	- Engineering Technician II	17.69
30083	- Engineering Technician III	19.79
30084	- Engineering Technician IV	24.51
30085	- Engineering Technician V	29.98
30086	- Engineering Technician VI	36.28
30090	- Environmental Technician	24.12
30210	- Laboratory Technician	20.36
30240	- Mathematical Technician	22.80
30361	- Paralegal/Legal Assistant I	19.03
30362	- Paralegal/Legal Assistant II	23.63
30363	- Paralegal/Legal Assistant III	28.90
30364	- Paralegal/Legal Assistant IV	34.98
30390	- Photo-Optics Technician	25.08
30461	- Technical Writer I	22.42
30462	- Technical Writer II	28.41
30463	- Technical Writer III	34.37
30491	- Unexploded Ordnance (UXO) Technician I	22.47
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 (see 2)	20.32
	Surface Programs	
30621	- Weather Observer, Senior (see 2)	24.83
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	12.57
31030	- Bus Driver	16.61
31043	- Driver Courier	14.48
31260	- Parking and Lot Attendant	9.41
31290	- Shuttle Bus Driver	15.81
31310	- Taxi Driver	9.93
31361	- Truckdriver, Light	15.81
31362	- Truckdriver, Medium	16.06
31363	- Truckdriver, Heavy	19.88
31364	- Truckdriver, Tractor-Trailer	19.88
99000	- Miscellaneous Occupations	
99030	- Cashier	9.17
99050	- Desk Clerk	9.97
99095	- Embalmer	26.52
99251	- Laboratory Animal Caretaker I	10.04
99252	- Laboratory Animal Caretaker II	10.65
99310	- Mortician	27.89
99410	- Pest Controller	17.29
99510	- Photofinishing Worker	12.16
99710	- Recycling Laborer	16.00

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99711 - Recycling Specialist	18.82
99730 - Refuse Collector	14.56
99810 - Sales Clerk	13.46
99820 - School Crossing Guard	11.95
99830 - Survey Party Chief	26.36
99831 - Surveying Aide	14.12
99832 - Surveying Technician	19.93
99840 - Vending Machine Attendant	15.47
99841 - Vending Machine Repairer	17.52
99842 - Vending Machine Repairer Helper	15.47

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 \$3.50 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, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

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

** UNIFORM ALLOWANCE **

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms

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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

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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.