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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

Daniel W. Simms Division of
Director Wage Determinations

Wage Determination No.: 2015-4897
Revision No.: 4
Date Of Revision: 07/25/2017

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 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 \$10.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2017. 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: Wisconsin

Area: Wisconsin Counties of Columbia, Dane, Green, Iowa

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.76
01012 - Accounting Clerk II		16.57
01013 - Accounting Clerk III		18.54
01020 - Administrative Assistant		22.84
01035 - Court Reporter		17.14
01041 - Customer Service Representative I		13.85
01042 - Customer Service Representative II		15.58
01043 - Customer Service Representative III		17.00
01051 - Data Entry Operator I		12.41
01052 - Data Entry Operator II		13.93
01060 - Dispatcher, Motor Vehicle		18.84
01070 - Document Preparation Clerk		14.77
01090 - Duplicating Machine Operator		14.77
01111 - General Clerk I		13.61
01112 - General Clerk II		14.85
01113 - General Clerk III		16.68
01120 - Housing Referral Assistant		19.54
01141 - Messenger Courier		13.95
01191 - Order Clerk I		14.74
01192 - Order Clerk II		16.09
01261 - Personnel Assistant (Employment) I		16.57
01262 - Personnel Assistant (Employment) II		18.54
01263 - Personnel Assistant (Employment) III		20.66
01270 - Production Control Clerk		21.22
01290 - Rental Clerk		12.76
01300 - Scheduler, Maintenance		15.32
01311 - Secretary I		15.32
01312 - Secretary II		17.14
01313 - Secretary III		19.54

01320 - Service Order Dispatcher	16.84
01410 - Supply Technician	22.84
01420 - Survey Worker	16.80
01460 - Switchboard Operator/Receptionist	13.70
01531 - Travel Clerk I	13.41
01532 - Travel Clerk II	14.50
01533 - Travel Clerk III	15.69
01611 - Word Processor I	16.58
01612 - Word Processor II	18.62
01613 - Word Processor III	20.83
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.60
05010 - Automotive Electrician	18.47
05040 - Automotive Glass Installer	18.07
05070 - Automotive Worker	18.07
05110 - Mobile Equipment Servicer	15.90
05130 - Motor Equipment Metal Mechanic	19.01
05160 - Motor Equipment Metal Worker	18.07
05190 - Motor Vehicle Mechanic	19.01
05220 - Motor Vehicle Mechanic Helper	15.05
05250 - Motor Vehicle Upholstery Worker	17.50
05280 - Motor Vehicle Wrecker	18.07
05310 - Painter, Automotive	18.17
05340 - Radiator Repair Specialist	18.07
05370 - Tire Repairer	14.15
05400 - Transmission Repair Specialist	19.01
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.50
07041 - Cook I	13.65
07042 - Cook II	15.31
07070 - Dishwasher	9.44
07130 - Food Service Worker	10.78
07210 - Meat Cutter	18.23
07260 - Waiter/Waitress	11.10
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.94
09040 - Furniture Handler	14.87
09080 - Furniture Refinisher	16.43
09090 - Furniture Refinisher Helper	15.31
09110 - Furniture Repairer, Minor	16.18
09130 - Upholsterer	17.29
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	13.34
11060 - Elevator Operator	13.34
11090 - Gardener	16.64
11122 - Housekeeping Aide	11.74
11150 - Janitor	11.74
11210 - Laborer, Grounds Maintenance	13.42
11240 - Maid or Houseman	10.41
11260 - Pruner	12.43
11270 - Tractor Operator	15.57
11330 - Trail Maintenance Worker	13.42
11360 - Window Cleaner	12.49
12000 - Health Occupations	
12010 - Ambulance Driver	15.02
12011 - Breath Alcohol Technician	19.63
12012 - Certified Occupational Therapist Assistant	23.44
12015 - Certified Physical Therapist Assistant	22.46
12020 - Dental Assistant	17.97
12025 - Dental Hygienist	31.39
12030 - EKG Technician	32.35

12035 - Electroneurodiagnostic Technologist	32.35
12040 - Emergency Medical Technician	15.02
12071 - Licensed Practical Nurse I	17.54
12072 - Licensed Practical Nurse II	19.63
12073 - Licensed Practical Nurse III	21.87
12100 - Medical Assistant	17.07
12130 - Medical Laboratory Technician	22.40
12160 - Medical Record Clerk	17.97
12190 - Medical Record Technician	20.10
12195 - Medical Transcriptionist	18.61
12210 - Nuclear Medicine Technologist	39.81
12221 - Nursing Assistant I	11.33
12222 - Nursing Assistant II	12.74
12223 - Nursing Assistant III	13.90
12224 - Nursing Assistant IV	15.61
12235 - Optical Dispenser	16.94
12236 - Optical Technician	16.69
12250 - Pharmacy Technician	16.29
12280 - Phlebotomist	16.68
12305 - Radiologic Technologist	27.49
12311 - Registered Nurse I	24.18
12312 - Registered Nurse II	29.59
12313 - Registered Nurse II, Specialist	29.59
12314 - Registered Nurse III	35.80
12315 - Registered Nurse III, Anesthetist	35.80
12316 - Registered Nurse IV	42.91
12317 - Scheduler (Drug and Alcohol Testing)	24.30
12320 - Substance Abuse Treatment Counselor	26.62
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.07
13012 - Exhibits Specialist II	26.09
13013 - Exhibits Specialist III	31.93
13041 - Illustrator I	19.13
13042 - Illustrator II	23.70
13043 - Illustrator III	28.99
13047 - Librarian	28.90
13050 - Library Aide/Clerk	12.42
13054 - Library Information Technology Systems Administrator	26.09
13058 - Library Technician	14.64
13061 - Media Specialist I	18.83
13062 - Media Specialist II	21.07
13063 - Media Specialist III	23.48
13071 - Photographer I	15.74
13072 - Photographer II	17.61
13073 - Photographer III	21.82
13074 - Photographer IV	26.69
13075 - Photographer V	32.29
13090 - Technical Order Library Clerk	15.38
13110 - Video Teleconference Technician	21.43
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.58
14042 - Computer Operator II	19.66
14043 - Computer Operator III	21.93
14044 - Computer Operator IV	24.37
14045 - Computer Operator V	26.97
14071 - Computer Programmer I	(see 1) 22.65
14072 - Computer Programmer II	(see 1) 26.02
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		17.58
14160	- Personal Computer Support Technician		24.37
14170	- System Support Specialist		33.36
15000	- Instructional Occupations		
15010	- Aircrew Training Devices Instructor (Non-Rated)		28.53
15020	- Aircrew Training Devices Instructor (Rated)		34.51
15030	- Air Crew Training Devices Instructor (Pilot)		41.11
15050	- Computer Based Training Specialist / Instructor		28.53
15060	- Educational Technologist		30.34
15070	- Flight Instructor (Pilot)		41.11
15080	- Graphic Artist		23.05
15085	- Maintenance Test Pilot, Fixed, Jet/Prop		41.36
15086	- Maintenance Test Pilot, Rotary Wing		41.36
15088	- Non-Maintenance Test/Co-Pilot		41.36
15090	- Technical Instructor		20.08
15095	- Technical Instructor/Course Developer		24.56
15110	- Test Proctor		16.21
15120	- Tutor		16.21
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010	- Assembler		11.10
16030	- Counter Attendant		11.10
16040	- Dry Cleaner		13.74
16070	- Finisher, Flatwork, Machine		11.10
16090	- Presser, Hand		11.10
16110	- Presser, Machine, Drycleaning		11.10
16130	- Presser, Machine, Shirts		11.10
16160	- Presser, Machine, Wearing Apparel, Laundry		11.10
16190	- Sewing Machine Operator		14.31
16220	- Tailor		14.88
16250	- Washer, Machine		12.20
19000	- Machine Tool Operation And Repair Occupations		
19010	- Machine-Tool Operator (Tool Room)		20.67
19040	- Tool And Die Maker		23.83
21000	- Materials Handling And Packing Occupations		
21020	- Forklift Operator		16.06
21030	- Material Coordinator		21.22
21040	- Material Expediter		21.22
21050	- Material Handling Laborer		14.38
21071	- Order Filler		11.95
21080	- Production Line Worker (Food Processing)		16.06
21110	- Shipping Packer		16.29
21130	- Shipping/Receiving Clerk		16.29
21140	- Store Worker I		14.11
21150	- Stock Clerk		17.81
21210	- Tools And Parts Attendant		16.06
21410	- Warehouse Specialist		16.06
23000	- Mechanics And Maintenance And Repair Occupations		
23010	- Aerospace Structural Welder		27.78
23019	- Aircraft Logs and Records Technician		24.56
23021	- Aircraft Mechanic I		26.46
23022	- Aircraft Mechanic II		27.78
23023	- Aircraft Mechanic III		29.16
23040	- Aircraft Mechanic Helper		22.20
23050	- Aircraft, Painter		24.98
23060	- Aircraft Servicer		24.56
23070	- Aircraft Survival Flight Equipment Technician		24.98
23080	- Aircraft Worker		25.75
23091	- Aircrew Life Support Equipment (ALSE) Mechanic		25.75

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23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	26.46
23110 - Appliance Mechanic	20.20
23120 - Bicycle Repairer	13.90
23125 - Cable Splicer	30.60
23130 - Carpenter, Maintenance	24.60
23140 - Carpet Layer	21.76
23160 - Electrician, Maintenance	27.73
23181 - Electronics Technician Maintenance I	24.79
23182 - Electronics Technician Maintenance II	26.14
23183 - Electronics Technician Maintenance III	27.59
23260 - Fabric Worker	23.34
23290 - Fire Alarm System Mechanic	23.19
23310 - Fire Extinguisher Repairer	22.01
23311 - Fuel Distribution System Mechanic	26.41
23312 - Fuel Distribution System Operator	21.27
23370 - General Maintenance Worker	18.91
23380 - Ground Support Equipment Mechanic	26.46
23381 - Ground Support Equipment Servicer	24.56
23382 - Ground Support Equipment Worker	25.75
23391 - Gunsmith I	22.01
23392 - Gunsmith II	24.63
23393 - Gunsmith III	26.42
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.09
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	24.80
23430 - Heavy Equipment Mechanic	23.80
23440 - Heavy Equipment Operator	31.80
23460 - Instrument Mechanic	27.14
23465 - Laboratory/Shelter Mechanic	25.62
23470 - Laborer	14.38
23510 - Locksmith	20.14
23530 - Machinery Maintenance Mechanic	23.53
23550 - Machinist, Maintenance	21.28
23580 - Maintenance Trades Helper	15.65
23591 - Metrology Technician I	27.14
23592 - Metrology Technician II	27.94
23593 - Metrology Technician III	28.81
23640 - Millwright	26.42
23710 - Office Appliance Repairer	21.78
23760 - Painter, Maintenance	23.27
23790 - Pipefitter, Maintenance	35.80
23810 - Plumber, Maintenance	34.71
23820 - Pneudraulic Systems Mechanic	26.42
23850 - Rigger	26.42
23870 - Scale Mechanic	24.63
23890 - Sheet-Metal Worker, Maintenance	23.74
23910 - Small Engine Mechanic	16.72
23931 - Telecommunications Mechanic I	25.63
23932 - Telecommunications Mechanic II	27.27
23950 - Telephone Lineman	26.20
23960 - Welder, Combination, Maintenance	19.54
23965 - Well Driller	24.17
23970 - Woodcraft Worker	26.42
23980 - Woodworker	21.00
24000 - Personal Needs Occupations	
24550 - Case Manager	14.94
24570 - Child Care Attendant	11.14
24580 - Child Care Center Clerk	14.90
24610 - Chore Aide	10.86

24620 - Family Readiness And Support Services Coordinator	14.94
24630 - Homemaker	16.41
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.69
25040 - Sewage Plant Operator	23.30
25070 - Stationary Engineer	22.69
25190 - Ventilation Equipment Tender	18.49
25210 - Water Treatment Plant Operator	23.30
27000 - Protective Service Occupations	
27004 - Alarm Monitor	22.04
27007 - Baggage Inspector	12.29
27008 - Corrections Officer	20.15
27010 - Court Security Officer	21.33
27030 - Detection Dog Handler	16.81
27040 - Detention Officer	20.15
27070 - Firefighter	17.91
27101 - Guard I	12.29
27102 - Guard II	16.81
27131 - Police Officer I	25.33
27132 - Police Officer II	28.15
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.90
28042 - Carnival Equipment Repairer	12.72
28043 - Carnival Worker	9.66
28210 - Gate Attendant/Gate Tender	15.40
28310 - Lifeguard	12.11
28350 - Park Attendant (Aide)	17.23
28510 - Recreation Aide/Health Facility Attendant	12.66
28515 - Recreation Specialist	18.44
28630 - Sports Official	13.72
28690 - Swimming Pool Operator	16.43
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	24.63
29020 - Hatch Tender	24.63
29030 - Line Handler	24.63
29041 - Stevedore I	23.34
29042 - Stevedore II	25.62
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	37.52
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	25.87
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.49
30021 - Archeological Technician I	17.10
30022 - Archeological Technician II	19.13
30023 - Archeological Technician III	23.69
30030 - Cartographic Technician	23.69
30040 - Civil Engineering Technician	25.37
30051 - Cryogenic Technician I	23.94
30052 - Cryogenic Technician II	26.44
30061 - Drafter/CAD Operator I	17.10
30062 - Drafter/CAD Operator II	19.13
30063 - Drafter/CAD Operator III	21.32
30064 - Drafter/CAD Operator IV	26.24
30081 - Engineering Technician I	15.26
30082 - Engineering Technician II	16.56
30083 - Engineering Technician III	18.53
30084 - Engineering Technician IV	22.94
30085 - Engineering Technician V	28.07
30086 - Engineering Technician VI	33.95
30090 - Environmental Technician	21.10
30095 - Evidence Control Specialist	21.60

30210	- Laboratory Technician	19.99
30221	- Latent Fingerprint Technician I	21.41
30222	- Latent Fingerprint Technician II	23.65
30240	- Mathematical Technician	23.69
30361	- Paralegal/Legal Assistant I	17.72
30362	- Paralegal/Legal Assistant II	22.47
30363	- Paralegal/Legal Assistant III	26.27
30364	- Paralegal/Legal Assistant IV	31.78
30375	- Petroleum Supply Specialist	26.44
30390	- Photo-Optics Technician	22.07
30395	- Radiation Control Technician	26.44
30461	- Technical Writer I	23.09
30462	- Technical Writer II	28.25
30463	- Technical Writer III	34.17
30491	- Unexploded Ordnance (UXO) Technician I	23.85
30492	- Unexploded Ordnance (UXO) Technician II	28.85
30493	- Unexploded Ordnance (UXO) Technician III	34.58
30494	- Unexploded (UXO) Safety Escort	23.85
30495	- Unexploded (UXO) Sweep Personnel	23.85
30501	- Weather Forecaster I	26.24
30502	- Weather Forecaster II	31.92
30620	- Weather Observer, Combined Upper Air Or	(see 2) 21.32
Surface Programs		
30621	- Weather Observer, Senior	(see 2) 23.69
31000	- Transportation/Mobile Equipment Operation Occupations	
31010	- Airplane Pilot	28.85
31020	- Bus Aide	15.33
31030	- Bus Driver	19.94
31043	- Driver Courier	14.19
31260	- Parking and Lot Attendant	10.96
31290	- Shuttle Bus Driver	15.13
31310	- Taxi Driver	12.68
31361	- Truckdriver, Light	15.13
31362	- Truckdriver, Medium	16.48
31363	- Truckdriver, Heavy	22.02
31364	- Truckdriver, Tractor-Trailer	22.02
99000	- Miscellaneous Occupations	
99020	- Cabin Safety Specialist	14.07
99030	- Cashier	9.51
99050	- Desk Clerk	10.20
99095	- Embalmer	30.33
99130	- Flight Follower	23.85
99251	- Laboratory Animal Caretaker I	11.41
99252	- Laboratory Animal Caretaker II	12.14
99260	- Marketing Analyst	27.37
99310	- Mortician	30.33
99410	- Pest Controller	22.34
99510	- Photofinishing Worker	14.93
99710	- Recycling Laborer	16.10
99711	- Recycling Specialist	19.66
99730	- Refuse Collector	16.21
99810	- Sales Clerk	12.91
99820	- School Crossing Guard	14.39
99830	- Survey Party Chief	24.43
99831	- Surveying Aide	18.06
99832	- Surveying Technician	18.91
99840	- Vending Machine Attendant	17.30
99841	- Vending Machine Repairer	20.30
99842	- Vending Machine Repairer Helper	17.30

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

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.41 per hour or \$176.40 per week or \$764.40 per month

HEALTH & WELFARE EO 13706: \$4.13 per hour, or \$165.20 per week, or \$715.87 per month

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 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR Part 541. (See 29 CFR 4.156)

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

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization,

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

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

**** UNIFORM ALLOWANCE ****

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

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

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

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

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which

shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).