

SCA Wage Determ - Roane County - 15-2493
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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. : 2015-2493
 Revision No. : 1
 Date Of Revision: 01/13/2016

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the 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 \$10.15 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 2016. 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: Tennessee

Area: Tennessee Counties of Campbell, Claiborne, Cumberland, Fentress, Grainger, Hamblen, Jefferson, Monroe, Morgan, Pickett, Roane, Scott, Sevier

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.03
01012 - Accounting Clerk II		14.63
01013 - Accounting Clerk III		16.36
01020 - Administrative Assistant		20.11
01035 - Court Reporter		16.87
01051 - Data Entry Operator I		11.59
01052 - Data Entry Operator II		13.19
01060 - Dispatcher, Motor Vehicle		16.87
01070 - Document Preparation Clerk		12.91
01090 - Duplicating Machine Operator		12.91
01111 - General Clerk I		11.31
01112 - General Clerk II		12.58
01113 - General Clerk III		14.12
01120 - Housing Referral Assistant		19.92
01141 - Messenger Courier		11.54
01191 - Order Clerk I		11.86
01192 - Order Clerk II		13.65
01261 - Personnel Assistant (Employment) I		12.84
01262 - Personnel Assistant (Employment) II		16.41
01263 - Personnel Assistant (Employment) III		18.30
01270 - Production Control Clerk		18.25
01290 - Rental Clerk		13.05
01300 - Scheduler, Maintenance		16.31
01311 - Secretary I		16.31
01312 - Secretary II		18.10
01313 - Secretary III		19.92
01320 - Service Order Dispatcher		17.05
01410 - Supply Technician		20.11
01420 - Survey Worker		17.19
01460 - Switchboard Operator/Receptionist		11.72
01531 - Travel Clerk I		12.72

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01532 - Travel Clerk II	13.54
01533 - Travel Clerk III	14.58
01611 - Word Processor I	12.27
01612 - Word Processor II	13.62
01613 - Word Processor III	16.87
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.72
05010 - Automotive Electrician	16.03
05040 - Automotive Glass Installer	15.26
05070 - Automotive Worker	15.26
05110 - Mobile Equipment Servicer	13.68
05130 - Motor Equipment Metal Mechanic	16.78
05160 - Motor Equipment Metal Worker	15.26
05190 - Motor Vehicle Mechanic	16.55
05220 - Motor Vehicle Mechanic Helper	13.06
05250 - Motor Vehicle Upholstery Worker	14.47
05280 - Motor Vehicle Wrecker	15.26
05310 - Painter, Automotive	18.18
05340 - Radiator Repair Specialist	15.26
05370 - Tire Repairer	11.03
05400 - Transmission Repair Specialist	16.55
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.17
07041 - Cook I	10.08
07042 - Cook II	11.24
07070 - Dishwasher	8.55
07130 - Food Service Worker	9.61
07210 - Meat Cutter	13.97
07260 - Waiter/Waitress	7.86
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.03
09040 - Furniture Handler	11.85
09080 - Furniture Refinisher	17.03
09090 - Furniture Refinisher Helper	13.66
09110 - Furniture Repairer, Minor	15.32
09130 - Upholsterer	17.03
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.96
11060 - Elevator Operator	10.49
11090 - Gardener	13.21
11122 - Housekeeping Aide	10.49
11150 - Janitor	11.25
11210 - Laborer, Grounds Maintenance	10.88
11240 - Maid or Houseman	8.45
11260 - Pruner	10.69
11270 - Tractor Operator	13.81
11330 - Trail Maintenance Worker	10.88
11360 - Window Cleaner	12.03
12000 - Health Occupations	
12010 - Ambulance Driver	14.54
12011 - Breath Alcohol Technician	14.98
12012 - Certified Occupational Therapist Assistant	21.99
12015 - Certified Physical Therapist Assistant	20.94
12020 - Dental Assistant	15.28
12025 - Dental Hygienist	28.09
12030 - EKG Technician	18.35
12035 - Electroneurodiagnostic Technologist	18.35
12040 - Emergency Medical Technician	14.54
12071 - Licensed Practical Nurse I	14.14
12072 - Licensed Practical Nurse II	15.82
12073 - Licensed Practical Nurse III	17.64
12100 - Medical Assistant	12.76
12130 - Medical Laboratory Technician	14.52

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12160 - Medical Record Clerk	11.72
12190 - Medical Record Technician	14.89
12195 - Medical Transcriptionist	13.42
12210 - Nuclear Medicine Technologist	25.05
12221 - Nursing Assistant I	9.62
12222 - Nursing Assistant II	10.81
12223 - Nursing Assistant III	11.80
12224 - Nursing Assistant IV	13.24
12235 - Optical Dispenser	14.65
12236 - Optical Technician	13.21
12250 - Pharmacy Technician	16.23
12280 - Phlebotomist	13.24
12305 - Radiologic Technologist	23.63
12311 - Registered Nurse I	22.82
12312 - Registered Nurse II	27.91
12313 - Registered Nurse II, Specialist	27.91
12314 - Registered Nurse III	31.51
12315 - Registered Nurse III, Anesthetist	31.51
12316 - Registered Nurse IV	37.40
12317 - Scheduler (Drug and Alcohol Testing)	18.51
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.10
13012 - Exhibits Specialist II	21.18
13013 - Exhibits Specialist III	25.90
13041 - Illustrator I	16.64
13042 - Illustrator II	21.18
13043 - Illustrator III	25.90
13047 - Librarian	23.03
13050 - Library Aide/Clerk	11.41
13054 - Library Information Technology Systems Administrator	20.21
13058 - Library Technician	13.65
13061 - Media Specialist I	13.27
13062 - Media Specialist II	14.85
13063 - Media Specialist III	16.63
13071 - Photographer I	15.35
13072 - Photographer II	17.17
13073 - Photographer III	21.27
13074 - Photographer IV	26.03
13075 - Photographer V	31.48
13110 - Video Teleconference Technician	16.55
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.77
14042 - Computer Operator II	17.64
14043 - Computer Operator III	19.67
14044 - Computer Operator IV	21.86
14045 - Computer Operator V	24.20
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	15.77
14160 - Personal Computer Support Technician	21.86
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.52
15020 - Aircrew Training Devices Instructor (Rated)	34.53
15030 - Air Crew Training Devices Instructor (Pilot)	37.97
15050 - Computer Based Training Specialist / Instructor	28.52
15060 - Educational Technologist	27.39
15070 - Flight Instructor (Pilot)	37.97

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15080 - Graphic Artist	20.60
15090 - Technical Instructor	19.44
15095 - Technical Instructor/Course Developer	23.78
15110 - Test Proctor	15.69
15120 - Tutor	15.69
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.06
16030 - Counter Attendant	9.06
16040 - Dry Cleaner	11.68
16070 - Finisher, Flatwork, Machine	9.06
16090 - Presser, Hand	9.06
16110 - Presser, Machine, Drycleaning	9.06
16130 - Presser, Machine, Shirts	9.06
16160 - Presser, Machine, Wearing Apparel, Laundry	9.06
16190 - Sewing Machine Operator	12.50
16220 - Tailor	13.31
16250 - Washer, Machine	10.02
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.19
19040 - Tool And Die Maker	21.73
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.12
21030 - Material Coordinator	18.25
21040 - Material Expediter	18.25
21050 - Material Handling Laborer	12.62
21071 - Order Filler	11.31
21080 - Production Line Worker (Food Processing)	13.12
21110 - Shipping Packer	13.01
21130 - Shipping/Receiving Clerk	13.01
21140 - Store Worker I	11.64
21150 - Stock Clerk	15.74
21210 - Tools And Parts Attendant	13.12
21410 - Warehouse Specialist	13.12
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	21.76
23021 - Aircraft Mechanic I	20.73
23022 - Aircraft Mechanic II	21.76
23023 - Aircraft Mechanic III	22.84
23040 - Aircraft Mechanic Helper	15.54
23050 - Aircraft, Painter	19.79
23060 - Aircraft Servicer	17.43
23080 - Aircraft Worker	18.43
23110 - Appliance Mechanic	17.46
23120 - Bicycle Repairer	12.77
23125 - Cable Splicer	22.18
23130 - Carpenter, Maintenance	16.19
23140 - Carpet Layer	16.89
23160 - Electrician, Maintenance	20.79
23181 - Electronics Technician Maintenance I	19.62
23182 - Electronics Technician Maintenance II	20.63
23183 - Electronics Technician Maintenance III	21.72
23260 - Fabric Worker	15.86
23290 - Fire Alarm System Mechanic	17.63
23310 - Fire Extinguisher Repairer	14.94
23311 - Fuel Distribution System Mechanic	21.26
23312 - Fuel Distribution System Operator	17.14
23370 - General Maintenance Worker	16.16
23380 - Ground Support Equipment Mechanic	20.73
23381 - Ground Support Equipment Servicer	17.43
23382 - Ground Support Equipment Worker	18.43
23391 - Gunsmith I	14.94
23392 - Gunsmith II	16.89
23393 - Gunsmith III	18.71

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23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.84
23411 - Heating, Ventilation And Air Contditi oning Mechanic (Research Facility)	18.67
23430 - Heavy Equipment Mechanic	18.57
23440 - Heavy Equipment Operator	16.47
23460 - Instrument Mechanic	22.57
23465 - Laboratory/Shelter Mechanic	17.77
23470 - Laborer	12.10
23510 - Locksmith	17.77
23530 - Machinery Maintenance Mechanic	19.89
23550 - Machinist, Maintenance	19.55
23580 - Maintenance Trades Helper	13.60
23591 - Metrology Technician I	22.57
23592 - Metrology Technician II	23.62
23593 - Metrology Technician III	24.64
23640 - Millwright	19.19
23710 - Office Appliance Repairer	17.77
23760 - Painter, Maintenance	17.03
23790 - Pipefitter, Maintenance	18.64
23810 - Plumber, Maintenance	17.78
23820 - Pneudraulic Systems Mechanic	18.71
23850 - Rigger	18.71
23870 - Scale Mechanic	16.89
23890 - Sheet-Metal Worker, Maintenance	19.73
23910 - Small Engine Mechanic	16.18
23931 - Telecommunications Mechanic I	24.51
23932 - Telecommunications Mechanic II	25.71
23950 - Telephone Lineman	22.01
23960 - Welder, Combination, Maintenance	17.74
23965 - Well Driller	17.84
23970 - Woodcraft Worker	18.71
23980 - Woodworker	14.94
24000 - Personal Needs Occupati ons	
24570 - Child Care Attendant	9.61
24580 - Child Care Center Clerk	11.97
24610 - Chore Aide	10.00
24620 - Family Readiness And Support Services Coordinator	12.40
24630 - Homemaker	14.87
25000 - Plant And System Operati ons Occupati ons	
25010 - Boiler Tender	23.32
25040 - Sewage Plant Operator	18.97
25070 - Stationary Engineer	23.32
25190 - Ventilation Equipment Tender	16.78
25210 - Water Treatment Plant Operator	19.10
27000 - Protective Servi ce Occupati ons	
27004 - Alarm Monitor	14.85
27007 - Baggage Inspector	10.97
27008 - Corrections Offi cer	14.96
27010 - Court Security Offi cer	16.11
27030 - Detecti on Dog Handler	12.66
27040 - Detenti on Offi cer	14.96
27070 - Fifi ghter	17.33
27101 - Guard I	10.97
27102 - Guard II	12.66
27131 - Police Offi cer I	17.61
27132 - Police Offi cer II	19.56
28000 - Recreati on Occupati ons	
28041 - Carni val Equipment Operator	10.86
28042 - Carni val Equipment Repairer	11.58
28043 - Carni val Worker	8.63
28210 - Gate Attendant/Gate Tender	13.05

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28310 - Lifeguard	11.12
28350 - Park Attendant (Aide)	14.60
28510 - Recreation Aide/Health Facility Attendant	10.66
28515 - Recreation Specialist	16.58
28630 - Sports Official	11.63
28690 - Swimming Pool Operator	16.20
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.16
29020 - Hatch Tender	18.16
29030 - Line Handler	18.16
29041 - Stevedore I	17.22
29042 - Stevedore II	19.28
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	17.11
30022 - Archeological Technician II	17.39
30023 - Archeological Technician III	21.62
30030 - Cartographic Technician	23.50
30040 - Civil Engineering Technician	20.21
30061 - Drafter/CAD Operator I	15.66
30062 - Drafter/CAD Operator II	17.58
30063 - Drafter/CAD Operator III	21.02
30064 - Drafter/CAD Operator IV	26.04
30081 - Engineering Technician I	15.84
30082 - Engineering Technician II	17.79
30083 - Engineering Technician III	20.11
30084 - Engineering Technician IV	24.92
30085 - Engineering Technician V	30.15
30086 - Engineering Technician VI	36.50
30090 - Environmental Technician	27.69
30210 - Laboratory Technician	21.05
30240 - Mathematical Technician	21.56
30361 - Paralegal/Legal Assistant I	16.72
30362 - Paralegal/Legal Assistant II	20.02
30363 - Paralegal/Legal Assistant III	24.49
30364 - Paralegal/Legal Assistant IV	29.63
30390 - Photo-Optics Technician	22.28
30461 - Technical Writer I	19.92
30462 - Technical Writer II	24.36
30463 - Technical Writer III	29.48
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 2) 21.02
30621 - Weather Observer, Senior	(see 2) 22.04
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.72
31030 - Bus Driver	13.65
31043 - Driver Courier	14.65
31260 - Parking and Lot Attendant	9.36
31290 - Shuttle Bus Driver	15.63
31310 - Taxi Driver	11.14
31361 - Truckdriver, Light	15.63
31362 - Truckdriver, Medium	16.51
31363 - Truckdriver, Heavy	18.00
31364 - Truckdriver, Tractor-Trailer	18.00
99000 - Miscellaneous Occupations	
99030 - Cashier	9.65

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99050 - Desk Clerk	10.96
99095 - Embalmer	25.37
99251 - Laboratory Animal Caretaker I	11.14
99252 - Laboratory Animal Caretaker II	13.06
99310 - Mortician	25.37
99410 - Pest Controller	15.93
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	14.64
99711 - Recycling Specialist	17.31
99730 - Refuse Collector	13.25
99810 - Sales Clerk	11.51
99820 - School Crossing Guard	11.87
99830 - Survey Party Chief	18.72
99831 - Surveying Aide	12.40
99832 - Surveying Technician	17.02
99840 - Vending Machine Attendant	13.52
99841 - Vending Machine Repairer	16.05
99842 - Vending Machine Repairer Helper	13.52

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 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) 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

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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 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

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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. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (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 retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 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 Wage and Hour Division, U.S. Department of Labor, 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 decision to the contractor.
- 6) The contractor informs the affected employees.

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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 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.