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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.: 2005-2495 Revision No.: 17 Date Of Revision: 07/25/2014

States: Arkansas, Kentucky, Mississippi, Tennessee

Area: Arkansas Counties of Craighead, Crittenden, Cross, Lee, Mississippi, Poinsett, St Francis
Kentucky Counties of Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Marshall, McCracken
Mississippi Counties of Benton, De Soto, Marshall, Tippah
Tennessee Counties of Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Shelby, Tipton, Weakley

Fringe Benefits Required Follow the Occupational Listing

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OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.78
01012 - Accounting Clerk II		15.47
01013 - Accounting Clerk III		17.30
01020 - Administrative Assistant		21.69
01040 - Court Reporter		17.00
01051 - Data Entry Operator I		11.67
01052 - Data Entry Operator II		12.72
01060 - Dispatcher, Motor Vehicle		17.47
01070 - Document Preparation Clerk		12.64
01090 - Duplicating Machine Operator		12.64
01111 - General Clerk I		12.56
01112 - General Clerk II		13.71
01113 - General Clerk III		15.47
01120 - Housing Referral Assistant		20.25
01141 - Messenger Courier		11.61
01191 - Order Clerk I		12.37
01192 - Order Clerk II		13.50
01261 - Personnel Assistant (Employment) I		15.20
01262 - Personnel Assistant (Employment) II		17.00
01263 - Personnel Assistant (Employment) III		19.71
01270 - Production Control Clerk		20.56
01280 - Receptionist		13.23
01290 - Rental Clerk		15.13
01300 - Scheduler, Maintenance		15.74
01311 - Secretary I		15.74
01312 - Secretary II		17.61
01313 - Secretary III		19.63
01320 - Service Order Dispatcher		15.81
01410 - Supply Technician		20.59
01420 - Survey Worker		17.19
01531 - Travel Clerk I		12.72
01532 - Travel Clerk II		13.54

01533 - Travel Clerk III	14.58
01611 - Word Processor I	12.06
01612 - Word Processor II	15.20
01613 - Word Processor III	17.17
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.85
05010 - Automotive Electrician	19.23
05040 - Automotive Glass Installer	17.17
05070 - Automotive Worker	17.21
05110 - Mobile Equipment Servicer	15.07
05130 - Motor Equipment Metal Mechanic	19.23
05160 - Motor Equipment Metal Worker	17.21
05190 - Motor Vehicle Mechanic	19.23
05220 - Motor Vehicle Mechanic Helper	13.97
05250 - Motor Vehicle Upholstery Worker	17.21
05280 - Motor Vehicle Wrecker	17.21
05310 - Painter, Automotive	18.23
05340 - Radiator Repair Specialist	17.21
05370 - Tire Repairer	11.65
05400 - Transmission Repair Specialist	18.98
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.90
07041 - Cook I	9.36
07042 - Cook II	10.99
07070 - Dishwasher	8.88
07130 - Food Service Worker	8.88
07210 - Meat Cutter	13.65
07260 - Waiter/Waitress	8.52
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.21
09040 - Furniture Handler	10.74
09080 - Furniture Refinisher	16.21
09090 - Furniture Refinisher Helper	12.97
09110 - Furniture Repairer, Minor	15.27
09130 - Upholsterer	17.53
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.86
11060 - Elevator Operator	10.58
11090 - Gardener	14.17
11122 - Housekeeping Aide	10.25
11150 - Janitor	11.16
11210 - Laborer, Grounds Maintenance	11.36
11240 - Maid or Houseman	9.21
11260 - Pruner	10.11
11270 - Tractor Operator	14.85
11330 - Trail Maintenance Worker	11.36
11360 - Window Cleaner	12.03
12000 - Health Occupations	
12010 - Ambulance Driver	17.06
12011 - Breath Alcohol Technician	16.61
12012 - Certified Occupational Therapist Assistant	19.86
12015 - Certified Physical Therapist Assistant	19.86
12020 - Dental Assistant	14.62
12025 - Dental Hygienist	28.57
12030 - EKG Technician	19.34
12035 - Electroneurodiagnostic Technologist	19.34
12040 - Emergency Medical Technician	17.06
12071 - Licensed Practical Nurse I	14.84
12072 - Licensed Practical Nurse II	16.61
12073 - Licensed Practical Nurse III	18.52
12100 - Medical Assistant	12.88
12130 - Medical Laboratory Technician	16.05

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12160 - Medical Record Clerk		13.06
12190 - Medical Record Technician		14.61
12195 - Medical Transcriptionist		16.52
12210 - Nuclear Medicine Technologist		30.80
12221 - Nursing Assistant I		9.64
12222 - Nursing Assistant II		10.84
12223 - Nursing Assistant III		11.83
12224 - Nursing Assistant IV		13.75
12235 - Optical Dispenser		15.66
12236 - Optical Technician		13.51
12250 - Pharmacy Technician		13.61
12280 - Phlebotomist		13.75
12305 - Radiologic Technologist		24.12
12311 - Registered Nurse I		25.41
12312 - Registered Nurse II		30.43
12313 - Registered Nurse II, Specialist		30.43
12314 - Registered Nurse III		36.80
12315 - Registered Nurse III, Anesthetist		36.80
12316 - Registered Nurse IV		44.11
12317 - Scheduler (Drug and Alcohol Testing)		20.36
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		16.04
13012 - Exhibits Specialist II		19.79
13013 - Exhibits Specialist III		24.21
13041 - Illustrator I		16.96
13042 - Illustrator II		19.79
13043 - Illustrator III		24.21
13047 - Librarian		21.91
13050 - Library Aide/Clerk		11.83
13054 - Library Information Technology Systems Administrator		19.79
13058 - Library Technician		13.07
13061 - Media Specialist I		14.28
13062 - Media Specialist II		15.97
13063 - Media Specialist III		17.81
13071 - Photographer I		14.68
13072 - Photographer II		17.85
13073 - Photographer III		20.68
13074 - Photographer IV		23.22
13075 - Photographer V		28.10
13110 - Video Teleconference Technician		18.06
14000 - Information Technology Occupations		
14041 - Computer Operator I		16.64
14042 - Computer Operator II		18.67
14043 - Computer Operator III		20.82
14044 - Computer Operator IV		23.14
14045 - Computer Operator V		25.61
14071 - Computer Programmer I		21.66
14072 - Computer Programmer II		26.85
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		16.64
14160 - Personal Computer Support Technician		21.44
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		27.88
15020 - Aircrew Training Devices Instructor (Rated)		36.76
15030 - Air Crew Training Devices Instructor (Pilot)		40.44
15050 - Computer Based Training Specialist / Instructor		27.88
15060 - Educational Technologist		24.67

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15070 - Flight Instructor (Pilot)	40.44
15080 - Graphic Artist	23.07
15090 - Technical Instructor	21.83
15095 - Technical Instructor/Course Developer	26.71
15110 - Test Proctor	17.62
15120 - Tutor	17.62
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)	16.24
19040 - Tool And Die Maker	19.37
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.10
21030 - Material Coordinator	20.56
21040 - Material Expediter	20.56
21050 - Material Handling Laborer	13.47
21071 - Order Filler	11.07
21080 - Production Line Worker (Food Processing)	13.10
21110 - Shipping Packer	14.59
21130 - Shipping/Receiving Clerk	14.59
21140 - Store Worker I	10.43
21150 - Stock Clerk	14.76
21210 - Tools And Parts Attendant	13.35
21410 - Warehouse Specialist	13.35
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.88
23021 - Aircraft Mechanic I	21.79
23022 - Aircraft Mechanic II	22.88
23023 - Aircraft Mechanic III	24.02
23040 - Aircraft Mechanic Helper	14.19
23050 - Aircraft, Painter	20.60
23060 - Aircraft Servicer	16.34
23080 - Aircraft Worker	17.40
23110 - Appliance Mechanic	17.27
23120 - Bicycle Repairer	11.39
23125 - Cable Splicer	23.89
23130 - Carpenter, Maintenance	16.39
23140 - Carpet Layer	16.87
23160 - Electrician, Maintenance	20.81
23181 - Electronics Technician Maintenance I	21.17
23182 - Electronics Technician Maintenance II	22.66
23183 - Electronics Technician Maintenance III	24.13
23260 - Fabric Worker	15.27
23290 - Fire Alarm System Mechanic	18.55
23310 - Fire Extinguisher Repairer	14.10
23311 - Fuel Distribution System Mechanic	19.65
23312 - Fuel Distribution System Operator	17.03
23370 - General Maintenance Worker	16.68
23380 - Ground Support Equipment Mechanic	19.81
23381 - Ground Support Equipment Servicer	14.85
23382 - Ground Support Equipment Worker	15.82
23391 - Gunsmith I	14.10

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23392 - Gunsmith II	16.42
23393 - Gunsmith III	18.72
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.18
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.55
23430 - Heavy Equipment Mechanic	19.09
23440 - Heavy Equipment Operator	17.47
23460 - Instrument Mechanic	18.97
23465 - Laboratory/Shelter Mechanic	17.58
23470 - Laborer	12.46
23510 - Locksmith	18.24
23530 - Machinery Maintenance Mechanic	20.73
23550 - Machinist, Maintenance	18.60
23580 - Maintenance Trades Helper	13.65
23591 - Metrology Technician I	18.97
23592 - Metrology Technician II	20.10
23593 - Metrology Technician III	21.32
23640 - Millwright	19.53
23710 - Office Appliance Repairer	17.58
23760 - Painter, Maintenance	17.49
23790 - Pipefitter, Maintenance	19.62
23810 - Plumber, Maintenance	18.80
23820 - Pneudraulic Systems Mechanic	18.72
23850 - Rigger	18.35
23870 - Scale Mechanic	16.42
23890 - Sheet-Metal Worker, Maintenance	18.72
23910 - Small Engine Mechanic	17.13
23931 - Telecommunications Mechanic I	21.79
23932 - Telecommunications Mechanic II	23.09
23950 - Telephone Lineman	20.01
23960 - Welder, Combination, Maintenance	18.00
23965 - Well Driller	19.79
23970 - Woodcraft Worker	18.72
23980 - Woodworker	14.10
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.22
24580 - Child Care Center Clerk	14.11
24610 - Chore Aide	8.83
24620 - Family Readiness And Support Services Coordinator	12.32
24630 - Homemaker	16.62
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.36
25040 - Sewage Plant Operator	19.58
25070 - Stationary Engineer	23.36
25190 - Ventilation Equipment Tender	15.83
25210 - Water Treatment Plant Operator	19.58
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.59
27007 - Baggage Inspector	10.51
27008 - Corrections Officer	19.23
27010 - Court Security Officer	18.53
27030 - Detection Dog Handler	12.35
27040 - Detention Officer	19.23
27070 - Firefighter	16.97
27101 - Guard I	9.93
27102 - Guard II	12.35
27131 - Police Officer I	21.51
27132 - Police Officer II	22.53
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.40

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28042 - Carnival Equipment Repairer	11.21
28043 - Carnival Equpment Worker	7.99
28210 - Gate Attendant/Gate Tender	13.81
28310 - Lifeguard	10.82
28350 - Park Attendant (Aide)	15.45
28510 - Recreation Aide/Health Facility Attendant	11.28
28515 - Recreation Specialist	12.69
28630 - Sports Official	12.31
28690 - Swimming Pool Operator	12.75
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.29
29020 - Hatch Tender	16.29
29030 - Line Handler	16.29
29041 - Stevedore I	15.93
29042 - Stevedore II	17.99
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	16.54
30022 - Archeological Technician II	18.50
30023 - Archeological Technician III	22.93
30030 - Cartographic Technician	22.93
30040 - Civil Engineering Technician	20.36
30061 - Drafter/CAD Operator I	16.54
30062 - Drafter/CAD Operator II	18.50
30063 - Drafter/CAD Operator III	20.64
30064 - Drafter/CAD Operator IV	25.39
30081 - Engineering Technician I	17.14
30082 - Engineering Technician II	18.54
30083 - Engineering Technician III	21.52
30084 - Engineering Technician IV	25.66
30085 - Engineering Technician V	30.95
30086 - Engineering Technician VI	37.45
30090 - Environmental Technician	21.22
30210 - Laboratory Technician	19.58
30240 - Mathematical Technician	22.93
30361 - Paralegal/Legal Assistant I	18.81
30362 - Paralegal/Legal Assistant II	22.31
30363 - Paralegal/Legal Assistant III	27.20
30364 - Paralegal/Legal Assistant IV	33.01
30390 - Photo-Optics Technician	22.93
30461 - Technical Writer I	22.46
30462 - Technical Writer II	27.48
30463 - Technical Writer III	33.24
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	20.64
30621 - Weather Observer, Senior	23.38
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.67
31030 - Bus Driver	16.73
31043 - Driver Courier	13.20
31260 - Parking and Lot Attendant	8.51
31290 - Shuttle Bus Driver	13.89
31310 - Taxi Driver	10.04
31361 - Truckdriver, Light	13.89
31362 - Truckdriver, Medium	15.04

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31363 - Truckdriver, Heavy	20.14
31364 - Truckdriver, Tractor-Trailer	20.14
99000 - Miscellaneous Occupations	
99030 - Cashier	8.92
99050 - Desk Clerk	9.53
99095 - Embalmer	24.26
99251 - Laboratory Animal Caretaker I	11.95
99252 - Laboratory Animal Caretaker II	13.40
99310 - Mortician	24.26
99410 - Pest Controller	15.45
99510 - Photofinishing Worker	11.96
99710 - Recycling Laborer	15.49
99711 - Recycling Specialist	16.25
99730 - Refuse Collector	13.79
99810 - Sales Clerk	11.81
99820 - School Crossing Guard	11.66
99830 - Survey Party Chief	19.49
99831 - Surveying Aide	12.77
99832 - Surveying Technician	17.49
99840 - Vending Machine Attendant	12.67
99841 - Vending Machine Repairer	15.76
99842 - Vending Machine Repairer Helper	12.54

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than $27.63 (or on a salary or fee basis at a rate not less than $455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds $27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate,

then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(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).

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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.

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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.

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